



**MIAMI-DADE COUNTY
CONSOLIDATED REQUEST FOR APPLICATIONS
FOR FY 2007 FUNDING FROM:**

- **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**
- **EMERGENCY SHELTER GRANT (ESG)**
- **HOME INVESTMENT PARTNERSHIP (HOME)**
- **DOCUMENTARY SURTAX (SURTAX)**
- **STATE HOUSING INITIATIVE PARTNERSHIP (SHIP)**

This CDBG/ESG RFA consists of:

- **Part I, Application Document and**
- **A CD-Rom containing a copy of the Application and required attachments in a PDF Format.**

**MIAMI-DADE PROVIDES EQUAL ACCESS AND EQUAL OPPORTUNITY IN
EMPLOYMENT AND SERVICES AND DOES NOT DISCRIMINATE ON THE
BASIS OF HANDICAP.**

**The Office of Community and Economic Development (OCED) does not
discriminate in admission to, or treatment of employment in its federally
assisted program activities, OCED's compliance with these regulations is
coordinated by Administrative Officer,**

Irelene, T. King-Allen

You can reach her at (305) 375-3434

**ALL APPLICANTS FOR CDBG AND HOME FUNDS ARE ADVISED THAT THE MIAMI-
DADE COUNTY ENTITLEMENT FOR FY 2006 WAS REDUCED BY APROXIMATELY
SIXTEEN PERCENT (16%) IN CDBG FUNDS AND BY OVER TWELVE PERCENT
(12%) IN HOME FUNDS COMPARED TO FY 2005. IN ANTICIPATION OF A
FURTHER REDUCTION OF THE FY 2007 ENTITLEMENT AMOUNT FUNDING
ALLOCATIONS MAY BE REDUCED FROM PRIOR YEAR FUNDING LEVELS.**

MIAMI-DADE COUNTY REQUEST FOR APPLICATIONS FOR FY 2007 CONSOLIDATED PLANNING PROCESS COMMUNITY DEVELOPMENT GRANT (CDBG) EMERGENCY SHELTER GRANT (ESG)

PART I TABLE OF CONTENTS

GENERAL INFORMATION, GUIDELINES AND APPLICATION FORMS

	PAGE
INTRODUCTION.....	7
APPLICATION TO THE PROGRAM.....	8
PROPOSAL CONDITIONS.....	8
NEW POLICIES FOR FY 2007 RFA SUBMISSION.....	10
INSTRUCTIONS AND SUBMISSION GUIDELINES.....	13
SCHEDULE.....	16
COMMUNITY MEETINGS CALENDAR.....	18
FY 2007 CONSOLIDATED PLANNING PROCESS RFA FLOW CHART.....	19
APPLICATION COVER SHEET.....	21
ACTIVITY SUMMARY FOR PRESENTATION TO COMMUNITY ADVISORY COMMITTEES.....	23
AFFIDAVIT OF ORGANIZATIONAL CONSISTENCY.....	25
CDBG CHECKLIST.....	29
RFA FY 2007 APPLICATION GENERAL SECTION	31
CAPITAL IMPROVEMENT SUB-SECTION.....	45
HOUSING SUB-SECTION.....	51
ECONOMIC DEVELOPMENT SUB-SECTION.....	57
HISTORIC PRESERVATION.....	59
US HUD ELIGIBILITY MATRIX CODES.....	61
NEIGHBORHOOD REVITALIZATION STRATEGY AREAS AND BOUNDARIES.....	63
CDBG PROGRAM.....	67
MEASURING OUTCOMES.....	71
CDBG PROGRAM DESCRIPTIONS, ELIGIBILITY REQUIREMENTS AND FUNDING.....	77
AMOUNT OF CDBG FUNDS AVAILABLE.....	89

HOMELESS PROGRAMS

HOMELESS PROGRAM.....	93
EMERGENCY SHELTER GRANT (ESG) BECKHAM HALL.....	97

**PLEASE FIND BELOW THE TABLE OF CONTENTS FOR THE ATTACHMENTS
 CONTAINED IN THE CD-ROM PROVIDED WITH THE APPLICATION**

PART II
ATTACHMENTS

TABLE OF CONTENTS

ATTACHMENTS	#
Consolidated Plan Priorities.....	1
Priority Needs for Neighborhood Revitalization Strategy Areas.....	2
FY 2007 Consolidated Planning Process Policies.....	3
CDBG Program Information.....	4
HOME Investment Partnership Program Information.....	5
Emergency Shelter Grant Information.....	6
Performance Measurement System.....	7
Fair Housing Act.....	8
Lead Hazard Requirements Information.....	9
CHDO Checklist and Listing of Miami-Dade Certified CHDOs.....	10
HUD Calculations of Annual and Adjusted Income.....	11
Section 8 Housing Quality Standard Guidelines.....	12
Section 8 Utility Allowance Chart.....	13
State Housing Initiative Partnership (SHIP) Plan.....	14
Additional Information on Housing Activities.....	15
Miami-Dade County Income and Rent Limits.....	16
Construction Cost Breakdown/Scope of Work.....	17
Construction Loan Closing Checklist.....	18
Budget Samples and Forms.....	19
Sample of Scope of Services, Action Steps.....	20
Maps of NRSAs and Eligible Block Groups.....	21
Maps of Targeted Urban Areas.....	22
Maps of State Enterprise Zones.....	23
Maps of Federal Empowerment Zone and Developable Sites.....	24
FY 2005-2007 Social Services Master Plan Executive Summary.....	25

GENERAL INFORMATION AND GUIDELINES

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**MIAMI-DADE COUNTY
CONSOLIDATED REQUEST FOR APPLICATIONS
FOR FY 2007 FOR FUNDING FROM:
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG),
HOME INVESTMENT PARTNERSHIP (HOME),
DOCUMENTARY SURTAX (SURTAX),
STATE HOUSING INITIATIVE PARTNERSHIP (SHIP) AND
EMERGENCY SHELTER GRANT (ESG) FUNDING PROGRAMS**

INTRODUCTION

Miami-Dade County, through the Office of Community and Economic Development (OCED), the Miami-Dade Housing Agency (MDHA), and Miami-Dade Homeless Trust is soliciting applications under a Consolidated Request For Applications (RFA) process for Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Emergency Shelter Grant (ESG), Documentary Surtax (Surtax), and State Housing Initiative Partnership (SHIP) funds. Applicants are asked to address the inventory of unmet needs catalogued in the FY 2003-2007 Consolidated Plan. These unmet needs were reviewed by Dade County residents and catalogued by OCED staff and will be funded from through the FY 2007 Action Plan. (See Part II, Attachment 1 for a listing of the Consolidated Plan Priorities). This RFA is supported by the FY 2003-2007 Consolidated Plan and FY 2007 Action Plan Process Policies approved by the Board of County Commissioners on June 6, 2006 (See Part II, Attachment 3).

Starting in FY 2006, new reporting requirements have been imposed on federal, state, and local agencies with the intent of measuring the outcomes of U.S. HUD funded programs, and addressing a growing public emphasis on accountability for accomplishments. By law, all agencies are required to measure the outcomes of their programs. Additionally, program results are directly linked to funding decisions and public support for programs. A new tool, has been created to capture that impact: the **CPD Performance Measurement System**. The CPD Performance Measurement system (See Part II, Attachment 7) provides a framework for HUD to take local data from grantees throughout the nation and aggregate it so that the impact of housing and community development programs can be measured at the national level. The framework of the CPD Performance Measurement system covers the following four CPD formula grant programs:

- ♦ The Community Development Block Grant (CDBG)
- ♦ The HOME Investment Partnerships Act (HOME)
- ♦ The Emergency Shelter Grant (ESG); and
- ♦ The Housing Opportunities for Persons with AIDS Program (HOPWA).

In developing the outcome framework, the applicants to any of the four programs must summarize their objectives into the following three areas to be considered for funding:

- ♦ Creating a suitable living environment
- ♦ Providing decent housing; and,
- ♦ Creating economic opportunities

Applicants must consider the range of reasons why a particular activity might be funded. Although there are many variations, three central reasons were defined as follows:

- ♦ Improving availability or accessibility of units or services
- ♦ Improving affordability not just of housing but also of other services; and,
- ♦ Improving sustainability by promoting viable communities

These were classified as **outcomes**.

Although not completely captured in this application, the new required data set will be collected from the recommended agencies after funding award. It is recommended that agencies read, and get familiarized with the Federal Register on the CPD performance Measurement System included in attachment 7.

APPLICATION TO THE PROGRAM

A Consolidated Request for Applications (RFA) is being issued for applicants who are interested in applying for FY 2007 CDBG, HOME, Surtax, SHIP and ESG funding. All application forms are in this package. **Copies are available at:**

- **The Office of Community and Economic Development, 140 West Flagler Street, Suite 1000, Miami, Florida and,**
- **The Miami-Dade Housing Agency, 2103 Coral Way, Suite 700, Miami, Florida.**

Who is eligible to apply?

No Public Services applications will be accepted in the FY 2007 RFA Process. Community Based Organizations (CBOs), Community Development Corporations (CDCs) and public agencies are encouraged to respond to this Consolidated RFA process by submitting applications for an eligible activity. Private-For-Profit developers who provide affordable housing units in Miami-Dade County also are encouraged to participate. Agencies may apply for funding for an activity from multiple funding sources by **submitting individual applications for each funding source**. Eligibility for use of funds available under this RFA varies from program to program. Applicants should refer to specific requirements and or restrictions for each funding source as set forth in this application document.

Applicants are encouraged to coordinate and collaborate with other organizations in carrying out programs funded under this RFA. As part of the proposal a written agreement specifying the role of each organization in the collaboration and executed by each partner organization must be included.

PROPOSAL CONDITIONS

All funds, with the exception of Surtax and SHIP must benefit very low- and low-income individuals or families at or below 80% of the Miami-Dade County family median income (\$55,900). At least 75% of the Surtax funds must benefit very low- and low-income individuals or families. Up to a maximum of 25% of Surtax and SHIP funds must benefit moderate-income individuals or families with incomes up to 120% of the Dade County area median income.

In the housing category priority will be given to projects which are currently in development but require gap financing to be completed, or the development of new housing that meets the identified priorities for the Consolidated Plan and Homeless Continuum of Care. The balance of the funds in the homeless category will be awarded to an affordable housing developer who agrees to set aside units for formerly homeless clients. This award may exceed the cap established under all other funding categories. For example if the established cap for an affordable housing project is \$500,000, an affordable housing developer who sets aside units for the homeless may be awarded \$500,000 from the appropriate funding category plus be eligible for up to an additional \$200,000 for the homeless unit set aside.

CDBG applications must meet one of the national objectives of benefiting low and moderate-income persons, or the prevention/removal of slum and blight. The application must either have income eligibility requirements or the project must be located in a Neighborhood Revitalization Strategy Area (NRSA) or an eligible block group for area benefit activities.

All applications for HOME, ESG and CDBG funds are subject to the FY 2007 new policies and regulations approved by the Board of County Commissioners as described in the attached document (See page 8), including but not limited to the mandatory pre-consultation meeting with staff and the need to meet the priority needs identified in the County's FY 2003-2007 Consolidated Plan.

PROGRAM	FUNDING AMOUNT IN FY 06 IN \$	FUNDING AMOUNT IN FY 07 IN \$
Community Development Block Grant (CDBG)	18,730,782	17,794,243
CDBG Program Income	707,403	400,000
Emergency Shelter Grant (ESG)	861,949	862,000
Prior Year CDBG*	0	500,000
Home Investment Partnership (HOME)/ HOME CDBG	6,706,048	6,208,000
HOME Program Income	1,098,819	900,000
Prior Year HOME**	0	2,000,000
American Dream Down payment Initiative	88,078	79,270
Housing Development Assistance Program Income (HODAG)	4,660,672	2,696,672
Rental Rehabilitation Program Income (RR)	1,558,849	1,358,849
State Housing Initiative Program (SHIP)	1,892,315	6,300,000
Documentary Surtax Program (SURTAX)	25,789,850	36,300,000
TOTAL	62,094,765	75,399,034

*Includes recaptured CDBG funds from prior years

**Includes recaptured HOME funds from prior years

NEW POLICIES FOR FY 2007 RFA SUBMISSION

1. The “Must” Policy is being amended. Previously all applicants for funding were required to give presentations at community meetings. Under the new proposed policy, only agencies requesting funding for new activities will be required to make presentations. Agencies with currently funded activities will be required to give periodic updates of their activities to the neighborhood advisory committees.
2. OCED is recommending a \$10,000 minimum threshold per allocation, due to the complexity of monitoring and managing each contract, CDBG funds should be used as gap financing for agencies that may be unable to receive conventional financing to make their projects feasible.
3. Agencies funded under Housing and Capital Improvement activities must initiate loan closings within one year of the execution of their contract. A funded agency must provide proof that they have initiated a loan closing within the required one-year time period and within that time span has secured the balance of the funding from non-County outside funding sources. If these conditions are not met, the County Manager shall have the authority to recommend to the BCC a recapture and reallocation of these funds to other eligible activities.
4. To encourage the preservation of existing affordable housing stock, the County has, according to US HUD guidelines, two options for controlling the resale of the homebuyer property during the affordability period.
 - The recapture option: This is a mechanism to recapture all or a portion of the direct HOME subsidy if the HOME recipient decides to sell the house within the affordability period at whatever price the market will bear.
 - The resale option: This option ensures that the HOME assisted unit remains affordable over the entire affordability period. If a unit is designated affordable and it is sold during the affordability period, the sale must be to a low-income family meeting the HOME program definition.

Staff recommends the following language be included in all affordable housing contracts:

Upon sale of an assisted Property within the affordability period, the homeowner will pay to Miami-Dade County the principal amount of the Loan, together with share of the appreciation in the value of the Property. Such share shall be determined by applying (I) the percentage which represents the ratio of the original principal amount of the Loan to the original unsubsidized sales price (i.e. the gross purchase price) in the connection with the purchase of the Property (The “Principal to Original Sales Price Ratio”) to (II) the amount if any, by which the sales price upon transfer of the Property exceeds such original sales price. If the Loan is not evidenced by funds but a benefit conferred by the Lender (Miami-Dade County) or other public agency on the seller of the Property, and the homeowner is not in default under the Note or the Subordinate Security Instrument, the share of appreciation due the Lender herein shall be reduced by sum of (a) the amount of any cash down payment for the purchase of the Property, (b) the homeowner’s reasonable and customary costs of sale of the Property (including any broker’s commission, and (c) the value of any documented, permanent improvements to the Property that are in compliance with any applicable requirements established by the Lender.

5. OCED will provide increased project management and technical assistance through Community Development Division staff for activities funded through CDBG, HOME and HODAG. The cost of such assistance will be charged to the activities budget. All Capital and Housing project budgets will be charged costs associated with Environmental and Historic Preservation Reviews, if applicable.
6. OCED will be authorized to re-structure its community consultation with NRSAs to allow for a more efficient and effective process.
7. Currently, US HUD guidelines allow Miami Dade County to use 20 percent of the annual entitlement for the administration of the program and allocate 80 percent towards projects/agencies. On May 25, 2001 the BCC adopted policy to reflect 30 percent of the 80 percent to be set aside for County Departments. This 30 percent was not tied to performance. It is now recommended to amend the policy of reimbursing County Departments for work performed based on pre-established performance measures.
8. On June 22, 2004, through Resolution R-805-04, the BCC approved a Commission District fund of \$200,000 and a \$100,000 reserve fund for each Neighborhood Revitalization Strategy Area Advisory Committees from CDBG. If a housing-related project is recommended for funding from this pool, staff recommends that this policy be amended to allow the County Manager to swap CDBG funds with HOME, HODAG and Rental Rehabilitation funding sources when necessary to address high priority housing needs, as per U.S.HUD guidelines.
9. Currently applicants for new Housing and Capital Improvement projects are required to attend a technical assistance pre-consultation meeting with Community Development Division staff. This policy is being amended to include Economic Development applications. No Housing, Capital Improvement or Economic Development applications will be accepted without a pre-consultation meeting. It is important to note that attendance at a pre-consultation meeting does not guarantee funding.
10. Pursuant to CDBG guidelines, three contiguous eligible block groups (59.021, 59.022, and 59.031) located in Coral Terrace, are recommended for recognition as a NRSA in accordance with the Miami Dade Consolidated Plan.
11. OCED will be authorized to begin negotiations with U.S.HUD to amend the current fiscal year (January 1 through December 31) to October 1 through September 30, coinciding with the County's fiscal year. It is anticipated that the process for requesting and obtaining HUD approval for this change, will take approximately one year. Therefore, the implementation of the new fiscal year (FY 2007) is expected to begin in October 1, 2007.
12. In FY 2006, the BCC approved a policy and funded Public Service agencies for three years. This policy is being amended because U.S. HUD guidelines dictate agencies identified as Community Based Development Organizations, (CBDOs) can be exempt from the required Public Service Cap. The amount of CDBG funds obligated within a program year to support public service activities under this category may not exceed 15 percent of the total grant awarded to the grantee (Miami-Dade County) for that year plus 15 percent of the total program income it received in the preceding program year. However public service activities carried out by a CBDO serving residents of NRSAs are exempt from the public service cap. Non-county public service agencies located in

entitlement cities and outside of the NRSA areas must be eligible CBDOs by October 1, 2006 or risk reduction in their funding or lose total funding.

13. OCED will not consider for funding any activity that has not secured a minimum of \$25,000 in outside funding sources to support its operations. This action will impact the Public Service projects when they are considered for funding in FY 2009. The implementing agency for the activity must submit with its Request for Application (RFA) documentation that confirms that the outside funding has been secured.

INSTRUCTIONS AND SUBMISSION GUIDELINES

- The application coversheet, only, needs to adhere to the following color codes:
 - CDBG/ESG-White
 - HOME- Green
 - SHIP-Green
 - SURTAX-Green

Example: If you are submitting a SURTAX application, you would copy the application coversheet on green paper, items such as maps and letters of commitment etc. can be submitted on white paper.

- All agencies applying for economic development, capital improvement, housing or historic preservation projects and activities under CDBG funding should complete the **General Section** and the **appropriate sub-section**. You must submit both the General Section and the appropriate sub-section for each funding request.
- All agencies applying for Home Investment Partnership (HOME), Documentary Surtax (SURTAX), State Housing Initiatives Partnership (SHIP), or Emergency Shelter Grant (ESG) funding should complete the **General Section** and **the appropriate forms in HOME, SHIP and Surtax application booklet**
- All agencies applying for Homeless Housing projects and activities should complete the **General Section** and **the forms in the CDBG/ESG application booklet**
- All Applicants must submit the **Application Cover Sheet** as the **first page** of each application and the **Activity Application Submission Form**.
- **New applicants MUST make a three to five minute presentation** in the district the project is located in. These presentations must be made in July, August, September and October 2006. Schedules for these meetings are included in this application. **No presentations will be permitted after October 31, 2006.** The **Activity Summary for Presentation to Community Advisory Committees** form must be submitted in advance for the purpose of scheduling presentations at community meetings. **You will not be allowed to make an unscheduled presentation.** The completed "Activity Summary Form" on each proposed FY 2007 Activity must be submitted to Zafar Ahmed, Director, Community Development Division at least one (1) week before of the selected meetings.
- All Applicants must submit one (1) original and three (3) copies of the application in 3-ring binders. **Applications must be in separate binders. Do not submit more than one activity per binder.** The original application must be submitted in a **separate color three ring binder**, with the word "ORIGINAL" written on the outside of the binder and each copy (3) must be submitted in separate 3-ring binders, with the name of the agency, list of proposed activities and funding sources requested on the outside of each binder. **ALL Originals and copies of applications must have all required documents. Please do not exclude any document from any copy.**

- Applications not submitted in three (3) ring binders will not be accepted. **No pages are to be stapled or clipped.**
- All proposals must be submitted in the legal name of the corporation or agency.
- All applicants must provide Employer Identification Number (EIN/Federal Identification Number) on the application.
- Applicants for **Non-Housing or HOME CHDO Operating Support** funds need to complete the non-housing application forms designated in the Housing Submission Checklist in **HOME, SHIP and SURTAX Application Booklet.**
- Applicants submitting more than five (5) applications for CDBG will be awarded negative points for all the applications submitted.
- Applications submitted after the deadline of August 7th, 2006- 12 NOON will not be accepted.
- Faxed or electronic applications will not be accepted.
- Proposals must comply with requirements of this RFA. Proposals that are incomplete, lack required documents or have deficiencies and errors will be rejected.
- No changes or additions to the proposals will be accepted once the application has been submitted.
- Applications will not be accepted anywhere other than as noted below.
- The Board of County Commissioners reserves the right to waive any informality in, or to reject, any and all such applications.
- Miami-Dade County will not fund an entity with outstanding disallowed costs, defaulted loans, debarment actions or any other legal encumbrances regardless of the merits of the submitted proposal.
- Miami-Dade County reserves the right to create partnerships to provide services in an area or enhance the effectiveness of program delivery, should the County determine such action is in the best interest of the County and the community being served.

This application process will not entertain applications to address the third national objective of addressing an urgent need. This RFA is also not soliciting applications for proposals for Revolving Loan Programs, Commercial Revitalization Program, Project Management or Micro-Enterprise and Peer LENDING PROGRAMS. These activities will be continued through solicitation of a separate RFQ or allocation of funding for FY 2007 to current service providers.

Questions on this application may be made to:

- Brian Gillis (CDBG and ESG) at (305) 375-3416,
- Willie Ballard (HOME, SHIP and Surtax) at (305) 860-5523
- Julie Edwards (Homeless Trust) at (305) 375-5739.

Applications should be labeled as directed below:

**Mr. Harvey Ruvin
Clerk of the Board of County Commissioners
17th Floor, Miami-Dade Center
111 N.W. First Street
Miami, Florida 33128**

**Attention: Silvia M. Unzueta, Acting Director
Office of Community and Economic Development**

**Applications may be brought to the Clerks Office from
July 6, 2006 to August 4, 2005 from 8:30am-4:00pm**

**On Monday August 7th, 2006 applications can
ONLY BE DELIVERED TO:**

**Miami-Dade Housing Agency's New Board Room
1401 N.W. 7 TH STREET (Located in the rear of the property near the River)**

NO LATER THAN 12 NOON

SCHEDULE*

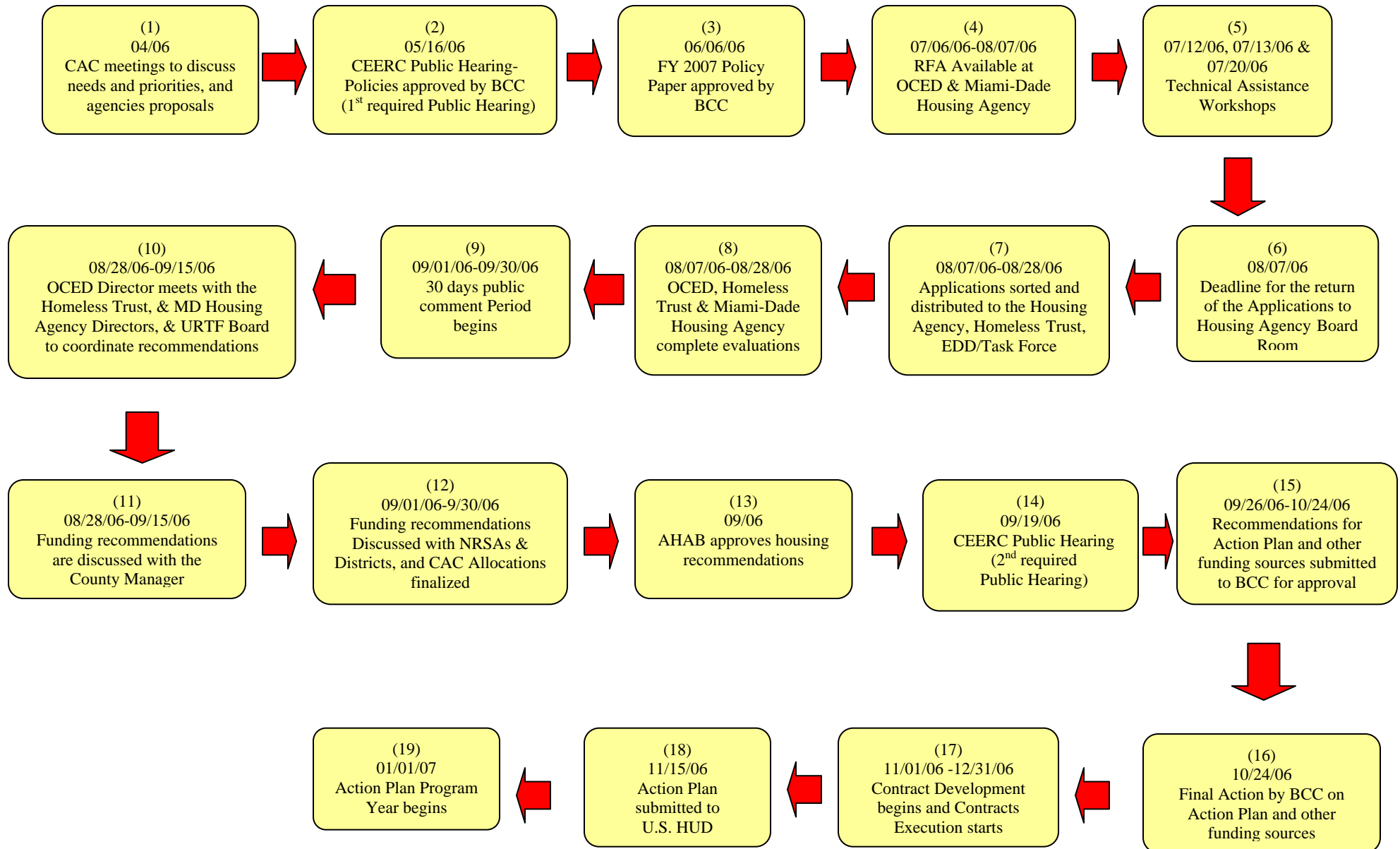
- Application will be available on Thursday, **July 6th, 2006.**
- Three Technical Assistance workshops will be held:
 - Wednesday, July 12, 2006, from 10:00 a.m. to 2:00 p.m. at the South Dade Government Center, 10710 S.W. 211 Street, Room 203, Miami, Florida
 - Thursday, July 13, 2006 from 10:00 a.m. to noon at the Joseph Caleb Center, 5400 N.W. 22nd Avenue, Room 110, Miami, Florida; and
 - Thursday, July 20, 2006 from 10:00 a.m. to 2:00 p.m., at the Miami-Dade Board of County Commissioners Chamber, 111 N.W. 1st Street, Miami, Florida.
- **The Application submission deadline is Noon, Monday August 7th, 2006. Prior to August 7th, 2006 applications must be delivered to the Clerk of the Board of County Commissioners on the 17th floor, Miami-Dade Center, 111 NW 1st Street, Miami, Florida.**
- **On Monday August 7th, 2006 between 9:00 a.m. and the deadline of 12:00 p.m. all applications must be delivered to the** Miami-Dade Housing Agency's New Board Room at 1401 N.W. 7th Street located in the rear of the property near the River.
- Applicants must make a presentation to community residents they propose to serve in July, August, September or October 2006.
- From August to October 2006, OCED, Homeless Trust and the Miami-Dade Housing Agency staff will review all applications and consult with the appropriate committees of the Board of County Commissioners and/or any appropriate official Board, Task Force or Advisory Council.
- The draft of the FY 2007 Action Plan will be available for review in September 2006 (specific date to be determined).
- A Public Hearing and Board of County Commission approval of the Proposed FY 2007 Action Plan is tentatively scheduled to be held in September 2006 during the Community Empowerment and Economic Revitalization Committee (CEERC) meeting, at the 2nd floor, Stephen P. Clark Center, Commission Chambers at a time yet to be determined.
- The FY 2007 Action Plan will be submitted to U.S. HUD not later than November 15, 2006.
- Contract period will begin January 1, 2007. Depending on the scope of work, multi-year contracts may be considered.

- For additional information on the Planning Process, see the Consolidated Planning Process, RFA Flow Chart following in this section.

MD OCED COMMUNITY ADVISORY COMMITTEE MEETING CALENDAR RFA FY 2007

1st Tuesday of every month			
MELROSE - District 2			
MDTA Auditorium			
3300 NW 32 Ave			
6:30 PM			
2nd Monday of every month		2nd Wednesday of every month	
LEISURE CITY- District 8		GOULDS- District 9	
Naranja CAA Community Center		Issac A. Withers Community Enrichment Center	
13955 SW 264 Avenue		21300 SW 122 Ave	
6:30 PM		7:00 PM	
3rd Monday of every month			3rd Thursday of every month
EAST LITTLE HAVANA -Districts 4 & 5			WEST LITTLE RIVER- District 2
CAA Building,			Arcola Lakes Park
858 W. Flagler ST			1301 NW 83 ST
6:00 PM			7:00 PM
SOUTH MIAMI - Districts 6 & 7			PERRINE- District 9
HUD Senior Center			Perrine CAA
6701 SW 62 Ave			17801 Homestead Ave
7:00 PM			7:00PM
		4th Wednesday of every month	4th Thursday of every month
		MODEL CITY - District 3	OPA-LOCKA- Districts 1 & 13
		Joseph Caleb Center #110,	Job Corps
		5400 NW 22 Ave	3050 NW 183rd ST
		7:00 PM	6:30 PM
		NORTH MIAMI BEACH - District 4	
		North Miami Beach McDonald Center	
		17011 NE 19th Ave	
		6:30 PM	
		SWEETWATER - Districts 10,11 & 12	
		Sweetwater City Hall	
		500 SW 109 Ave	
		6:30 PM	

FY 2007 CONSOLIDATED PLANNING PROCESS RFA FLOW CHART



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APPLICATION COVER SHEET

FY 2007 REQUEST FOR APPLICATIONS CONSOLIDATED PLAN COMMUNITY DEVELOPMENT BLOCK

AGENCY/APPLICANT NAME:

AGENCY ADDRESS:

AUTHORIZED REPRESENTATIVE:

TELEPHONE NUMBER:

List each activity for which you are requesting funds in the table below. Please indicate which funding source

ACTIVITY TITLE	AMOUNT REQUESTED	FUNDING SOURCE	CONTACT PERSON	PHONE NUMBER
CDBG Activities:		CDBG		
SUBTOTAL CDBG FUNDS				
HOME Activities:		HOME		
SUBTOTAL HOME FUNDS				
SURTAX Activities:		SURTAX		
SUBTOTAL SURTAX FUNDS				
SHIP ACTIVITIES:		SHIP		
SUBTOTAL SHIP FUNDS				
ESG ACTIVITIES:		EMERGENCY SHELTER GRANT (ESG)		
SUBTOTAL SHIP FUNDS				
TOTAL FUNDS REQUESTED	\$			

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**MIAMI-DADE OCED FY 2007
ACTIVITY SUMMARY FOR PRESENTATION TO
COMMUNITY ADVISORY COMMITTEES**

Please submit one (1) form for each proposed activity.

AGENCY NAME:

CONTRACT PERSON (NAME AND TITLE):

TELEPHONE NUMBER: FAX NUMBER: E. MAIL:

APPLICANT ADDRESS:

ACTIVITY TITLE:

TYPE OF ACTIVITY:

- ☐ HOUSING
- ☐ HISTORIC PRESERVATION
- ☐ ECONOMIC DEVELOPMENT
- ☐ CAPITAL IMPROVEMENT

LOCATION OF ACTIVITY (ADDRESS OR FOLIO NUMBER):

CITY: ZIP:

ACTIVITY DESCRIPTION:

.....

.....

.....

.....

.....

.....

LIST THE COMMISSION DISTRICTS THE ACTIVITY WILL SERVE (1 thru 13):

LIST THE FUNDING SOURCES:

- ☐ CDBG
- ☐ HOME
- ☐ SHIP
- ☐ SURTAX
- ☐ ESG

AMOUNT OF FUNDS REQUESTED FOR FY 2006:

TOTAL PROJECT COST:

The form must be completed for each proposed activity and returned c/o Zafar Ahmed, Director CD Division at OCED, fax (305) 372-6304

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AFFIDAVIT OF ORGANIZATIONAL CONSISTENCY

By completing this document, the contractor certifies the following:

- The firm cited on this form is currently funded through the Consolidated Plan Application Process for the Community Development Block Grant (CDBG), HOME Program, Emergency Shelter Grant (ESG), SHIP or SURTAX through Miami-Dade County.
- The firm's organizational status – as it pertains to the structure of its Board of Directors, its contractual relationships with other businesses, its operations of its projects funded through the sources mentioned above, and the statements affirmed on the affidavits submitted to Miami Dade County during FY 20__ -- has remained unchanged.
- The organization further affirms that it will notify Miami-Dade County's Office of Community and Economic Development to report any changes in the status of the items mentioned above that occur after the execution of this affidavit and that it will complete all required documents to formally report such modifications.
- The failure by the contractor to comply with the items mentioned above shall render any contract or funding application between the contractor and Miami-Dade County void and result in the debarment from future County work. The Inspector General shall be authorized to investigate such alleged violations.

By: _____ 20____
Signature of Affiant Date

Printed Name and Title of Affiant Federal Employer Identification Number

Printed Name of Firm

Address of Firm

SUBSCRIBED AND SWORN TO (of affirmed) before me this ____ day of ____, 20____

He/She is personally known to me or has presented _____ as identification.
Type of Identification

Signature of Notary Serial Number

Printed or Stamped Name of Notary Expiration Date

Notary Public, State of _____

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APPLICATION FORMS

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CDBG APPLICATION CHECKLIST

=====

ALL DOCUMENTS MUST BE INCLUDED IN EACH SUBMISSION BINDER

=====

PLEASE SUBMIT THESE IN THE ORDER AS THEY APPEAR IN THE LIST

1. Application Cover Sheet
2. Activity Application Submission Form
3. Scope of Services including Activity Description, Location, Proposed Accomplishments and Action Steps (Part II, Attachment 20)
4. Budget - The applicant shall submit a full and complete total budget including a listing of any and all funds, which are expected to be utilized as a match or to partially fund the project or program other than the funds that the applicant is requesting in its proposal. In addition, the applicant shall submit written documentation of all anticipated funding sources other than the FY 2007 funds requested. (Part II, Attachment 19)
5. W-9 Form*-Request for Taxpayer Identification Number and Certification
6. Tax Exempt Status Letter* Evidence of the non-profit
7. IRS 990*- Description of the non-profit status
8. Governing Board*- names and addresses
9. Agency's Current Articles of Incorporation*
10. Agency's Current By-Laws*
11. Contact information for ALL partners- Names of the organizations and the specific governmental agencies involved in the partnership, include contact person(s), address and telephone number of each and their role in the project. Identify non-profits versus for-profits.
12. Current Certificate of Good Standing* from the State of Florida

* Activities, which are currently funded and are not requesting a change in either services or funding source, are exempt from submitting documents 5-10 & 12. In lieu of submission you are required to submit an Affidavit (see Page 21) attesting to the fact that there have not been any changes in these documents within the past year.

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RFA FY 2007 APPLICATION
ALL INFORMATION IS REQUIRED TO BE CONSIDERED FOR AWARD

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR PLANNER FOR TECHNICAL ASSISTANCE

EMPLOYEE IDENTIFICATION #

1. What is the LEGAL NAME of the Agency or Developer?

(Acceptable documentation: Business License, Corporation Documents, Certificate of Good Standing, OCED's Required Document Affidavit or IRS Forms 990, 1120 & 1120 (s))

2. Organization Type (Please select one)

(Acceptable documentation: IRS certification or Corporation certification, Board Resolution or Partnership Agreement)

- | | | |
|--|--|--|
| <input type="checkbox"/> Community Based Development Organization (CBDO) | <input type="checkbox"/> Community Development Corporation (CDC) | |
| <input type="checkbox"/> Joint Venture | <input type="checkbox"/> Non-Profit Organization/CBO | <input type="checkbox"/> County Department |
| <input type="checkbox"/> Developer- Non-Profit | <input type="checkbox"/> Developer- For Profit | <input type="checkbox"/> For-Profit Business |
| <input type="checkbox"/> Public Service Provider – Non Profit | <input type="checkbox"/> Public Service Provider- For Profit | <input type="checkbox"/> Municipality |
| <input type="checkbox"/> Community Housing Development Organization (CHDO) | <input type="checkbox"/> Other | |

3. Agency or Developer Address (if you are a partnership, you must submit this information for all partners, please use another piece of paper and include this as part of Attachment A)

Street Address: _____

City/State/Zip: _____

4. Agency or Developer Contact Person/Title/Phone Number/Fax Number/Email (if you are a partnership, you must submit this information for all partners, please use another piece of paper and include this as part of Attachment A)

Contact Person/Title: _____

Phone: _____ Fax _____ Email: _____

5. Activity Title: _____
(Note: If this is a currently funded activity and you are requesting funding from the same funding source, the title must be the same as currently contracted.)

6. Provide an Abbreviated Activity Description: (no more than 250 characters)

Example of a good abbreviated description: *(Provision of job development workshops and job placement services to 280 low-to-moderate income persons in Westchester, Fountainbleau and West Miami. Office located at 243 Main Street in District 10.)*

GENERAL SECTION

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7. **Provide a Full, Detailed Activity Description** Please include, as Attachment A, a full activity description, limited to one page typed. The description shall include, at the minimum, *who* you are serving, *how* many you are serving, *what* types of services you will be providing, *where* your activities are located, *when* are these services provided and *how* services are administered.

8. **What funding source are you applying for and in what category?** (Select only one in each source/category)

- ☐ CDBG ☐ ESG ☐ HOME ☐ HOME CHDO ☐ SHIP ☐ SURTAX
☐ Capital Improvement ☐ Economic Development ☐ Housing ☐ Historic Preservation

(Note: There must be a separate application for each funding source, for example please do not select HOME and HOME CHDO on one application)

9. **For this application, how much funding are you requesting?** _____

10. **If currently funded for this activity, how much funding did you receive in 2006?** \$ _____

(Note: You are only considered currently funded if you are requesting funds from the same source as award for the same activity) (Please mark N/A if you did not receive funding.) Verification of award will be checked via a BCC Resolution, an OCED Award Letter or an OCED executed contract.

11. **Please provide EACH of the following documentation, which must adhere to the formats, provided in Part II, Attachments 19 & 20.**

- ☐ An overall agency budget (from all funding sources)
☐ A detailed activity budget
☐ A detailed activity scope of work, broken down into four (4) quarters

12. **What is the TOTAL project cost?** \$ _____

(Acceptable documentation: Full, detailed project scope and budget, see Part II, Attachments 19 & 20 for appropriate samples.)

13. **Has this activity secured documented funding from other sources?** (add additional sheets if needed)

From Where?	How Much?
	\$
	\$
	\$
	\$

(Acceptable documentation: Award letters, signed affidavits if from agency's own resources, letters of commitment that are not contingent upon award or municipal resolutions)

_____ 0-49% (0 pt.)

_____ 50-79% (2 pts.)

_____ 80-100% (4 pts.)

14. **What is the primary activity address (or where the project is located)?** (If there are multiple activity addresses, you must submit this information for all locations. Please use another piece of paper and include this as part of Attachment A) P.O. Boxes are not acceptable; a physical activity location must be given.

STREET: _____

CITY/STATE/ZIP: _____

CENSUS TRACK & CENSUS BLOCK NUMBER: _____

(Census information can be obtained through www.census.gov, Select American Fact Finder, Select Street Address, Type in the activity address, Press Go and your information will come up in a box underneath your address.)

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If there are multiple addresses or vacant lots, (such as a housing development) please provide crossroads information: _____

15. Where is your activity located? Please select only one answer, in one category. Please do not select in multiple categories:

ENTITLEMENT CITY or FL SMALL CITY

- | | | | |
|--|--|---|------------------------------|
| <input type="checkbox"/> City of Miami | <input type="checkbox"/> City of Hialeah | <input type="checkbox"/> City of Homestead | |
| <input type="checkbox"/> City of North Miami | <input type="checkbox"/> City of Miami Beach | <input type="checkbox"/> City of Florida City | <input type="checkbox"/> N/A |

PARTICIPATING MUNICIPALITY

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> City of Sweetwater | <input type="checkbox"/> City of Opa Locka | <input type="checkbox"/> City of Hialeah Gardens | <input type="checkbox"/> Village of El Portal |
| <input type="checkbox"/> City of North Miami Beach | <input type="checkbox"/> City of South Miami | <input type="checkbox"/> N/A | |

16. Is your activity located in a Neighborhood Revitalization Strategy Area (NRSA)? (4 pts.)

(Information can be obtained by looking at the NRSA maps in Part II, Attachment 21) (Please note: If you receive funding client rolls will be monitored.)

- ☐ Yes ☐ No

17. If yes, which one? (Check all that apply)

- | | | | |
|------------------------------------|--------------------------------------|--|---|
| <input type="checkbox"/> Opa-Locka | <input type="checkbox"/> Model City | <input type="checkbox"/> West Little River | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Melrose | <input type="checkbox"/> South Miami | <input type="checkbox"/> Perrine | <input type="checkbox"/> Leisure City/Naranja/Princeton |
| <input type="checkbox"/> Goulds | <input type="checkbox"/> Sweetwater | <input type="checkbox"/> Kendall West | |

18. Does your activity serve at least 51% of NRSA and/or eligible block group residents? (2 pts.)

(Information can be obtained by looking at the NRSA maps in Part II, Attachment 21) (Please note: If you receive funding, client rolls will be monitored.)

- ☐ Yes ☐ No

19. Are you located within a Federal Empowerment Zone? (1 pt.) ☐ Yes ☐ No

(Information can be obtained by going to <http://gisims.miamidade.gov/scripts/esrimap.dll?name=CountyServices&Cmd=Map>) and entering in your activity location. Acceptable documentation: Print out of the information obtained via the above website.)

20. If yes, which one?

- | | | |
|---|--|---|
| <input type="checkbox"/> Northside/Poinciana (Developable Site) | <input type="checkbox"/> Opa-Locka(Developable Site) | <input type="checkbox"/> Homestead/FL City (Developable Site) |
| <input type="checkbox"/> Little Havana (Neighborhood) | <input type="checkbox"/> Homestead (Neighborhood) | <input type="checkbox"/> Civic Center/Allapattah (Neighborhood) |
| <input type="checkbox"/> Liberty City (Neighborhood) | <input type="checkbox"/> Melrose (Neighborhood) | <input type="checkbox"/> Overtown (Neighborhood) |
| <input type="checkbox"/> Airport | <input type="checkbox"/> East/West Corridor | <input type="checkbox"/> Central Business District & Seaport |

21. What County Commission District(s) is/are your activity located in or where your clients come from?

Please circle all that apply. *(Information can be obtained by going to <http://gisims.miamidade.gov/scripts/esrimap.dll?name=CountyServices&Cmd=Map> and entering in your activity location)*

1 2 3 4 5 6 7 8 9 10 11 12 13 County Wide

22. Does your activity serve Public Housing residents? (1 pt.) ☐ Yes ☐ No

(Please note: If you receive funding, client rolls will be monitored.)

23. If yes, which one? Name of housing complex: _____
Street Address/City/Zip _____

(Information for each of the four questions below (24-27) can be found by referring to Part I, page 56- Note: These questions only apply to those seeking CDBG funding)

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24. HUD Matrix Code: _____

25. HUD Activity Type: _____

26. National Citation: _____

27. National Objective: _____

28. What type and how many accomplishment units are you proposing to serve with this funding request?

(Please select only one type)

☐ People ☐ Households ☐ Businesses ☐ Organizations ☐ Housing Units ☐ Public ☐ Facility ☐ Jobs

How many? _____

29. What priority need does your activity meet? (Please select one.)

☐ Public Services ☐ Housing ☐ Public Facility
☐ Homelessness & HIV/AIDS ☐ Special Needs/ Non Homeless ☐ Anti-Crime Program
☐ Senior Program ☐ Youth Program ☐ Economic Development
☐ Infrastructure ☐ Other _____

30. Does your activity provide services to any of the following? Please select **ONLY** those where the **MAJORITY** of your resources are allocated. (Please note: If you receive funding, client rolls will be monitored.) (1 pt. each)

☐ Help the Homeless (must be a specific program that strictly deals with the Homeless)
☐ Help Persons with Disabilities ☐ Help the Elderly ☐ Help Wages Participants
☐ Help Prevent Homelessness ☐ Help Youth at Risk ☐ Help Public/Assisted Housing Residents
☐ Help Farmworkers/Seasonal Labor ☐ Help persons with HIV/AIDS
☐ Extremely low-income block groups (which are less than 30% of the HUD's County's median family income of \$55,900)

31. Does this activity address a NRSA priority need or a goal/objective indicated in a community charrette plan? (2 pts.) (Acceptable documentation includes: A copy of the needs, as found in Part II, Attachment 2 or a copy of the charrette section which highlights that need; [Executive Summaries of the charrettes funded through OCED can be found on <http://www.miamidade.gov/ced/>])

☐ Yes

☐ No

32. If currently funded by OCED, has the agency submitted its progress reports and met its contractual requirements in a timely manner?

☐ Not previously funded, question does not apply (0 pt.)
☐ Submitted all required reports and met all performance objectives (4 pts.)
☐ Submitted no reports (-4 pts.)
☐ Submitted one or more reports but has not met the performance objectives (-4 pts.)
☐ Submitted one or more reports but has unresolved monitoring findings (-4 pts.)

33. Has the agency submitted an acceptable prior year external audit report and resolved any audit findings?

☐ Not previously funded, question does not apply (0 pt.)
☐ Submitted all required audits with any findings resolved (4 pts.)
☐ Submitted an audit report but has audit findings unresolved (-4 pts.)
☐ Submitted no audit report (-4 pts.)

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34. What are the proposed percentage goals for the utilization of small and minority businesses/vendors by this activity? (Acceptable documentation includes: procurement policies, documentation of prior business relationships or actual contracts for service, which will also be reviewed at time of monitoring)

_____ 50% and above Small/Minority Contractors (2 pts.)

_____ 1% to 49% Small/Minority Contractors (1 pt.)

_____ 0% Small/Minority Contractors (0 pt.)

QUESTIONS 35-44 are for NON-PROFITS ONLY
FOR-PROFIT APPLICANTS SKIP TO QUESTION 45

FOR THE FOLLOWING 10 QUESTIONS, (35-44) PLEASE TAB EACH PART OF THE DOCUMENT WITH THE CORRESPONDING QUESTIONS THAT TAB IS ADDRESSING AND HIGHLIGHT THE APPROPRIATE SECTION.

FOR EXAMPLE, FOR ANY QUESTION THAT STATES BY-LAWS ARE AN ACCEPTABLE SOURCE OF DOCUMENTATION, YOU ONLY NEED TO SUPPLY ONE SET OF BY-LAWS WITH EACH QUESTION APPROPRIATELY TABBED AND HIGHLIGHTED TO DENOTE THE ANSWER TO THAT PARTICULAR QUESTION.

35. Is the agency organized under state law to engage in community development activities in a specific geographic area within the community? (1 pt.) (Acceptable documentation: Articles of Incorporation or By-Laws)

☐ Yes

☐ No

36. Has there been a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501 (c)(3) or (4) of the IRS Code of 1986? (1 pt.) (Acceptable documentation: current Tax Exempt Status Letter or letter of application to the IRS)

☐ Yes

☐ No

37. Does your agency have, among its purposes, the improvement of the physical, social, or economic environment of its service area by addressing one or more critical problems in the area, with particular attention to the needs of low-moderate income persons. (1 pt.) (Acceptable documentation: Articles of Incorporation or By-Laws)

☐ Yes

☐ No

38. Does your agency have a history of service to the community within a neighborhood revitalization strategy area and has community services, economic development, or energy conservation projects? (1 pt.) (Acceptable documentation: A statement that documents the length of time the organization has had experience in serving the community or for newly created organizations formed by local churches, service or community organizations, or a statement that documents the length of time that its parent organization has experience in serving the community.)

☐ Yes

☐ No

39. Does your agency currently provide services that increase opportunities for low-moderate income persons? (1 pt.) (Acceptable documentation: Program Materials, Marketing, Annual Reports, Brochures or other sources, such as news articles, letters of recognition or awards.)

☐ Yes

☐ No

40. Does your agency have the technical capacity for carrying out the activities? (4 pts.)

(Acceptable documentation: Resumes and/or statements that describe the experience of key staff members who have successfully completed projects, Contract(s) with consultant firms, non-profit organizations or individuals who possess program knowledge or experience carrying out projects to be assisted, to train appropriate key staff of the organization.)

☐ Yes

☐ No

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41. Does your agency conform to "standards for Financial Management Systems"? (4 pts.)*(Acceptable documentation: Audited Financial Statement, certification from a Certified Public Accountant, A notarized statement by the President or Chief Financial Officer of the organization or an accounting/internal control procedures manual.)*☐ Yes☐ No**42. Does your Agency maintain accountability to residents or target population through representation on its governing board or some other means? (1 pt.)** *(Acceptable documentation: Articles of Incorporation or By-Laws)*☐ Yes☐ No**43. Does your agency act as an agency or instrumentality of a unit of state or local government and no more that one-third of the board is elected or appointed public officials or employees of state or local government?(1 pt.)** *(Acceptable documentation: Articles of Incorporation, By-Laws or a List of Members of the Government Board with addresses)*☐ Yes☐ No**44. Is the Governing body nominated by the general membership of the organization? (1 pt.)***(Acceptable documentation: Articles of Incorporation or By-Laws)*☐ Yes☐ No

=====

QUESTIONS 45-48 ARE FOR FOR-PROFIT ENTITIES ONLY**45. Has a Proforma budget been prepared for the activity showing the debt equity and grant request/award financing structure? (4 pts.)** *(Acceptable documentation: Proforma budget)*☐ Yes☐ No**46. Does your organization have audited financial statements from the last three (3) years? (4 pts.)***(Acceptable documentation: A notarized statement by the President or Chief Financial Officer of the organization attesting to the structures used and a copy of the latest financial audit.)*☐ Yes☐ No**47. Does your organization have the technical capacity for carrying out the activities? (4 pts.)***(Acceptable documentation: Resumes and/or statements that describe the experience of key staff members who have successfully completed projects, Contract(s) with consultant firms, non-profit organizations or individuals who possess program knowledge or experience carrying out projects to be assisted, to train appropriate key staff of the organization.)*☐ Yes☐ No**48. Does your organization conform to "standards for Financial Management Systems"? (4 pts.)***(Acceptable documentation: Audited Financial Statement, Certification from a Certified Public Accountant, A notarized statement by the President or Chief Financial Officer of the organization or accounting/internal control procedures manual.)*☐ Yes☐ No

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49. How many applications has the agency submitted? *(Note: More than 5 applications results in a (-10) deduction in your overall score, for each application over 5.)* _____

Activity Name		Category (ex. Housing)	Amount of Request
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
TOTAL AMOUNT OF REQUESTS:			\$

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I. FORMING THE DEVELOPMENT CONCEPT

1. Does the organization/applicant have documented site control? ☐ Yes ☐ No

(Please note that site control is mandatory and that the absence of documented site control will nullify the application for this fiscal year.)

2. If yes, which supportive documentation does your organization hold?

- ☐ Title or deed (5 pts.)
☐ Option to purchase (1 pt.)

3. Please list the folio numbers for this project: _____
-

4. Does the community support this project? (1 pt.) ☐ Yes ☐ No

5. Have pre-development funds been identified to pay for the feasibility analysis?

- ☐ Yes - Attach a written description. (2 pts.)
☐ No (0 pt.)
☐ N/A- Feasibility analysis is complete. (2 pts.)

II. PRE-DEVELOPMENT

6. Has a Phase I Environmental Audit been initiated? (2 pts.) ☐ Yes ☐ No

(Acceptable documentation: Phase I Audit Report, which has been conducted within 6 months of the application)

7. Have you received an OCED/U.S. HUD Environmental Clearance (within 6 months of application)? (2 pts.)

(Acceptable documentation: OCED environmental clearance letter)

☐ Yes ☐ No

8. Has a contract been executed with a general contractor? (2 pts.) ☐ Yes ☐ No

(Acceptable documentation: A copy of the executed contract between G.C. and owner/recipient)

9. Does the developer and general contractor have previous development/construction experience with a similar type construction activity, funded with federal funds? (3 pts.)

(Acceptable documentation: A list of similar projects, the location(s), funding sources utilized, development team members and client reference(s).)

☐ Yes ☐ No

10. Is all funding in place to complete the project? (3 pts.) ☐ Yes ☐ No

(Acceptable documentation: Firm financial commitments letters)

11. Has the project proforma been completed? (1 pt.) ☐ Yes ☐ No

(Acceptable documentation: Development budget: a detailed budget used to estimate the costs of construction; Sources and Uses: A summary of the costs planned for the project and the sources used to cover costs; Operating Pro-Forma: A detailed analysis of the project income and expenses over a period of time).

12. Is there appropriate infrastructure or access to infrastructure for this project? (2 pts.) ☐ Yes ☐ No

13. Is the organization at full operational and construction capacity to complete project? (2 pts.)

☐ Yes ☐ No, if not, explain how the project will be completed. (Attach documentation)

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14. Is there an executed agreement with an independent, full-time, construction project manager for this project? (2 pts.) *(Acceptable documentation: A copy of the executed agreement between the construction project manager and owner/recipient. Please note: the construction project manager cannot be employed by the general contractor or be an employee of the G.C.)*

☐ Yes

☐ No

15. Is there a full-time marketing/lease/sales/asset management system in place? (1 pt.)

(Acceptable documentation: A copy of the marketing plan or a management contract.)

☐ Yes

☐ No

☐ N/A

16. Has a neighborhood market analysis been completed? (1 pt.) ☐ Yes ☐ No

(Acceptable documentation: A copy of the marketing analysis report.)

17. Has the public approval strategy, such as, zoning, permitting and variances been completed? (2 pts.)

(Acceptable documentation: Governmental clearance documentation or permits)

☐ Yes

☐ No

18. Are property appraisal and survey reports completed? (1 pt.) ☐ Yes ☐ No ☐ N/A

(Acceptable documentation: A copy of the appraisal report and survey.)

19. Have contractual agreements, with the development team, been fully executed? (2 pts.)

(Acceptable documentation: A copy of the executed agreement between developer and owner/recipient. List of development team members, position, address and telephone numbers)

☐ Yes

☐ No

III. PRE-CONSTRUCTION

20. Are pre-leasing or pre-sales completed? (2pts.)

☐ Yes

☐ No- if not, what percent (%) has been completed? _____

21. Are construction specifications completed? (2pts.) ☐ Yes ☐ No

22. Is there an established project accounting system? (2pts.) ☐ Yes ☐ No

PHASE IV. PROJECT CONSTRUCTION

It is required that this section be completed if this project is currently funded and additional funds are being requested for project.

23. Does the organization/applicant have executed leases or sale agreements for the entire project? (2pts.)

☐ Yes

☐ No

24. Is construction monitoring in progress by an independent construction project manager? (2 pts.)

☐ Yes

☐ No

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25. Are inspections by the County/City and other funding sources underway? (1 pt.)

- ☐ Yes – What percentage of construction is complete? _____
☐ No

26. Is there sufficient capital to complete construction on time and on/or under budget? (2 pts.)

(Acceptable documentation: Gantt/Bar chart, current proforma or development budget)

- ☐ Yes ☐ No

27. Do you have construction monitoring and disbursement policies and procedures in place? (2 pts.)

- ☐ Yes - Attach a written description.
☐ No

28. Has OCED approved program income for this project? (1 pt.)

- ☐ Yes ☐ No

(Examples of program income are: loan repayments, property sales, rental income, fees charged for services, interest earned on revolving loans.)

(Acceptable documentation: OCED approval letter to use program income for project)

END OF CAPITAL IMPROVEMENT
SUB-SECTION

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I. FORMING THE DEVELOPMENT CONCEPT

Acceptable documentation for the Forming the Development Concept section includes: Copy of deed, title, option to purchase, or lease agreement, development budget, operating budget, sales/rental forecast, sources and uses budget, funding commitment letters, organization's by-laws or articles of incorporation (if applicable), print out of each folio listed via Miami-Dade County Property Appraiser's website, and narratives for questions 6, 8 and 9.

1. Does the organization/applicant have documented site control? ☐ Yes ☐ No
(Please note that site control is mandatory and that the absence of documented site control will nullify the application for this fiscal cycle.)
2. If yes, which supportive documentation does your organization hold?
 - ☐ Title or deed (5 pts.)
 - ☐ Option to purchase (1 pt.)
3. Please list the folio numbers for this project: _____

4. Has the estimated development costs and operating budget or sales forecast been completed? (3 pts.)
 - ☐ Yes- How much financing, if applicable, is needed for pre-development costs? \$ _____
 - ☐ No
5. Have prospective/alternative funding sources been identified and secured? (3 pts.)
 - ☐ Yes ☐ No
6. Have predevelopment funds, to pay for a feasibility analysis, been acquired?
 - ☐ Yes - Attach a written description. (2 pts.)
 - ☐ No (0 pts.)
 - ☐ N/A- Feasibility analysis is complete. (2 pts.)
7. Does the project fit the organization/applicant's mission and service goal? (1 pt.)
 - ☐ Yes ☐ No
8. Does the community support this project? (1 pt.)
 - ☐ Yes - Attach a written description.
 - ☐ No
9. Will program income such as loan repayments, property sales proceeds, rental income and special assessments be created as a result of the project? (Please note that re-investment of program income is permissible into eligible activities under U.S. Department of Housing and Urban Development guidelines, however, the use of such must be approved by OCED.)
 - ☐ Yes - Attach a written description. (1 pt.)
 - ☐ No (0 pts.)
 - ☐ N/A- No program income will be generated. (1 pt.)

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II. FEASIBILITY

Acceptable documentation for the Feasibility section includes: Copies of the feasibility study, a risk assessment description, architectural designs, the Phase I environmental audit, or environmental clearance, the market study, project proforma, development team contractual agreements, variances, permits and other public approvals, and site survey (if applicable) and other descriptions as requested in questions below.

10. Have construction feasibility issues been evaluated? (1 pt.)

- ☐ Yes - Attach a written description.
☐ No

11. Is there appropriate infrastructure or access to infrastructure for this project? (1 pt.) ☐ Yes ☐ No

12. Has a risk assessment analysis been completed? (1 pt.) ☐ Yes ☐ No

13. If yes, which of the following criteria did you use? Select all that apply. (1 pt. each)

- | | |
|---|--|
| <input type="checkbox"/> Underwriting risk assessment | <input type="checkbox"/> Fund leveraging analysis |
| <input type="checkbox"/> Review of program and project results | <input type="checkbox"/> Feasibility study |
| <input type="checkbox"/> Staff and organization's capacity | <input type="checkbox"/> Affordability analysis |
| <input type="checkbox"/> Project contribution to public goals | <input type="checkbox"/> Past compliance and performance |
| <input type="checkbox"/> Quality of reporting and documentation (if applicable) | |

14. Is preliminary architectural design completed? (1 pt.) ☐ Yes ☐ No

15. Is the project development work plan completed? (1 pt.) ☐ Yes ☐ No

16. Does the organization/applicant have a current (within one-year of application) site survey? (1 pt.)

☐ Yes ☐ No

17. Has the environmental assessment report been completed? (1 pt.) ☐ Yes ☐ No

18. Is the market study complete? (1 pt.) ☐ Yes ☐ No

19. Has the public approvals strategy been initiated? (1 pt.) ☐ Yes ☐ No

20. Is the project proforma completed? (2 pts.) ☐ Yes ☐ No

21. Is the strategy for raising financing and subsidy funds completed?

- ☐ Yes - Attach a written description. (2 pts.)
☐ No (0 pt.)
☐ N/A- All financing, less this request, has been secured. (2 pts.)

22. Does the organization/applicant have contractual agreements with appropriate development team members? (2 pts.)

☐ Yes ☐ No

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III. PRE-CONSTRUCTION

Acceptable documentation for the Pre-Construction section: Copies of marketing plan, constructions specifications, commitment letters from all financing sources, bank statements, letters of award, and executed property management contract when applicable.

23. Is there an executed Property Management contract?

- ☐ Yes (1 pt.) ☐ No (0 pt.) ☐ N/A- Applicant will/does serve as Management. (1 pt.)

24. Is pre-leasing or pre-sales complete? (1 pt.)

- ☐ Yes ☐ No- if not, what percent (%) has been completed? _____

25. Are construction specifications complete? (1 pt.) ☐ Yes ☐ No

IV. PROJECT CONSTRUCTION

Acceptable documentation for the Project Construction section includes: Copies of proof of inspections by the County/City or other funding sources.

26. Is construction monitoring, by a construction manager, in place? (1 pt.) ☐ Yes ☐ No

27. Are inspections by the City/County, and funders underway or complete? (1 pt.) ☐ Yes ☐ No

28. Does the organization/applicant have disbursement policies and procedures in place? (1 pt.)

- ☐ Yes - Attach a written description.
☐ No

29. Did the organization/applicant clearly define and apply benchmarks, to measure progress and correlate disbursement, of project management costs, to project's schedules and costs, as evidenced in the proforma and scope of work required by this application? (4 pts.)

- ☐ Yes - Attach a written description.
☐ No

30. Please provide the following data for the project:

- A. Total number of units to be completed in the project: _____
- B. The number of units available for purchase by households
With income below 80% of area median income: _____
- C. Total number of units meeting Energy Star standards: _____
- D. Total number of units meeting Section 504 accessibility
Standards: _____

**END OF HOUSING
SUB-SECTION**

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1. Is the activity located within a Targeted Urban Area (TUA)? (3 pts.) ☐ Yes ☐ No

2. If you are within a TUA, please select which one:

- | | | | | |
|--------------------------------------|--|--|--|-------------------------------------|
| <input type="checkbox"/> Brownsville | <input type="checkbox"/> Goulds | <input type="checkbox"/> Leisure City | <input type="checkbox"/> NW 183 St. Corridor | <input type="checkbox"/> FL City |
| <input type="checkbox"/> Opa-Locka | <input type="checkbox"/> Overtown | <input type="checkbox"/> Perrine | <input type="checkbox"/> Little Haiti | <input type="checkbox"/> Model City |
| <input type="checkbox"/> Naranja | <input type="checkbox"/> West Little River | <input type="checkbox"/> Coral Gables | <input type="checkbox"/> Homestead | |
| <input type="checkbox"/> Princeton | <input type="checkbox"/> Coconut Grove | <input type="checkbox"/> Richmond Heights | <input type="checkbox"/> South Miami Heights | |
| <input type="checkbox"/> Carol City | <input type="checkbox"/> Liberty City | <input type="checkbox"/> NW 27 th Avenue Corridor | | |

3. What is the cost per low/mod job creation? Is it equal to or less than \$35,000 per job proposed? (Up to 10 pts.)

Proposed Number of Jobs

Job creation potential		
Strong	\$1 to \$35,000	(10 pts.)
Moderate	\$35,000 - \$45,000	(5 pts.)
Weak	More than \$45,000	(0 pt.)

4. Does the agency have written contractual agreements with businesses the agency is proposing to assist? (Acceptable documentation: Copies of the executed agreements.)

☐ Yes (5 pts.)

☐ No (0 pt.)

5. What is your cost per client?

☐ Less than \$2,500 (10 pts.)

☐ Greater than \$2,500 but less than \$5,000 (5 pts.)

☐ Greater than \$5,000 (0 pt.)

6. Does the applicant have current agreements with other service providers to enhance the delivery of services to clients who are clearly defined in the proposal.

☐ Current agreements (10 pts.)

☐ Proposed agreements (5 pts.)

☐ No such proposal (0 pt.)

7. Does the applicant have clearly defined benchmarks to measure progress, as evidenced in the scope of services and budget pro-forma, required to be submitted with the application. (10 pts.)

☐ Yes

☐ No

8. Does this activity create, retain and support businesses and/or jobs in one of the following areas? (2 pts.)

(Information can be obtained by going to <http://gisims.miamidade.gov/scripts/esrimap.dll?name=CountyServices&Cmd=Map> and entering in your activity location)
Acceptable documentation: Print out of the information obtained via <http://gisims.miamidade.gov/scripts/esrimap.dll?name=CountyServices&Cmd=Map>

☐ State Enterprise Zone

☐ Federal Enterprise Community

9. If yes, which Enterprise Zone or Community?

☐ Homestead/FL City

☐ Miami Beach (North)

☐ Cutler Ridge & Perrine

☐ North Dade

☐ Miami Beach (South)

☐ N/A

☐ South Dade

☐ North Central

**END OF ECONOMIC
DEVELOPMENT SUB-SECTION**

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50 POINTS

1. Does the proposed activity assist a property or properties that are at least fifty (50) years old or that will become fifty (50) years old, during the course of the activity? (10 pts.) *(Acceptable documentation: A copy of each of the folio numbers property information as found through the Miami-Dade County Property Appraiser's Office website: http://www.miamidade.gov/pa/property_search.asp)*

☐ Yes

☐ No

2. Please list the folio numbers for this project: _____

3. Does the proposed activity benefit a property or properties that have been designated or that have been determined to be potentially eligible for designation as a local, state or national historic site? (10 pts.)

☐ Yes

☐ No

4. Will the applicant's proposed activity be compatible with or have no detrimental effect upon nearby designated or potentially eligible historic properties? (10 pts.)

☐ Yes

☐ No

5. Does the proposed activity address the elimination of slum or blight by assisting in the rehabilitation of a potentially eligible property? (10 pts.)

☐ Yes

☐ No

6. Has the organization submitted documents evidencing site control? (10 pts.)

☐ Title or deed (10 pts.)

☐ Option to purchase (5pts.)

END OF
HISTORIC PRESERVATION
SUB-SECTION

HISTORIC PRESERVATION SUB-SECTION

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US HUD ELIGIBILITY MATRIX CODE

CODE	ACTIVITY
01	Acquisition of Real Property
02	Disposition
03	Public Facilities and Improvements (General)
03A	Senior Centers
03B	Handicapped Centers
03C	Homeless Facilities (not operating costs)
03D	Youth Centers
03E	Neighborhood Facilities
03F	Parks, Recreational Facilities
03G	Parking Facilities
03H	Solid Waste Disposal Improvements
03I	Flood Drain Improvements
03J	Water/Sewer Improvements
03K	Street Improvements
03L	Sidewalks
03M	Child Care Centers
03N	Tree Planting
03O	Fire Station/Equipment
03P	Health Facilities
03Q	Abused and Neglected Children Facilities
03R	Asbestos Removal
03S	Facilities for AIDS Patients (not operating costs)
03T	Operating Costs of Homeless/AIDS patients programs
04	Clearance and Demolition
04A	Clean-up of Contaminated Sites
05	Public Services (General)
05A	Senior Services
05B	Handicapped Services
05C	Legal Services
05D	Youth Services
05E	Transportation Services
05F	Substance Abuse Services
05G	Battered and Abused Spouses
05H	Employment Training
05I	Crime Awareness
05J	Fair Housing Activities (if CDBG, then subject to 15% cap)
05K	Tenant/Landlord Counseling

CODE	ACTIVITY
05L	Child Care Services
05M	Health Services
05N	Abused and Neglected Children
05O	Mental Health Services
05P	Screening for Lead Based Paint/Lead Hazards Poisoning
05Q	Subsistence Payments
05R	Homeownership Assistance (not direct)
05S	Rental Housing Subsidies (if HOME, not part of 5% Admin. cap)
05T	Security Deposits (if HOME, not part of 5% Admin. cap)
06	Interim Assistance
07	Urban Renewal Completion
08	Relocation
09	Loss of Rental Income
10	Removal of Architectural Barriers
11	Privately Owned Utilities
12	Construction of Housing
13	Direct Homeownership Assistance
14A	Rehab; Single-Unit Residential
14B	Rehab; Multi-Unit Residential
14C	Public Housing Modernization
14D	Rehab; Other Publicly-Owned Residential Buildings
14E	Rehab; Publicly or Privately-Owned Commercial/Industrial
14F	Energy Efficiency Improvements
14G	Acquisition - For Rehabilitation
14H	Rehabilitation Administration
14I	Lead-Based/Lead Hazard Test/Abate
15	Code Enforcement
16A	Residential Historic Preservation
16B	Non-Residential Historic Preservation
17A	CI Land Acquisition/Disposition
17B	CI Infrastructure Development
17C	CI Building Acquisition, Construction, Rehabilitation
17D	Other Commercial/Industrial Improvements
18A	ED Direct Financial Assistance to For-Profits
18B	ED Technical Assistance
18C	Micro-Enterprise Assistance

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NEIGHBORHOOD REVITALIZATION STRATEGY AREAS LIST AND BOUNDARIES

Opa-Locka	Commission District 1
West Little River	Commission District 2
Melrose	Commission District 2
Model City	Commission District 3
Coral Terrace	Commission District 6
South Miami	Commission District 7
Perrine	Commission District 9
Goulds	Commission District 9
Leisure City/Naranja/Princeton	Commission Districts 8 & 9
Kendall West	Commission District 11
Sweetwater	Commission District 12

Please see NRSA maps in Part II, Attachment 21, in the CD Rom provided with this application.

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MD OCED NRSA BOUNDARIES

Opa-Locka Neighborhood Revitalization Strategy Area boundaries are irregular in shape but basically incorporate NW 151 Street to the North, NW 47th Avenue to the West, NW 17th Avenue to the East and NW 119 street to the South. The boundaries include census tracts 4.015, 4.032, 4.033, 4.034, 5.022, 5.023, 5.031, and 5.032.

Melrose NRSA boundaries are NW 35th Street on the North, NW 42nd Avenue on the West, NW 20th Street on the South and NW 27 Avenue on the East. Melrose is located exclusively in census tract 17.03

West Little River's boundaries are NW 115th Street to the North from NW 17th Avenue and NW 12th Avenue; and NW 106th Street between NW 36th Avenue and NW 17th Avenue and to NW 103rd Street between NW 12th Avenue and NW 7th Avenue. The southern boundary is NW 79th Street extending from just west of NW 36th Avenue to N. Miami Avenue. The boundaries include census tracts 9.01, 9.02, 9.03, 10.03, 10.02, 10.06, 11.03, 4.08, 4.07, 10.05, 9.01.

Model City NRSA boundaries are NW 79th Street on the North, NW 7th Avenue, NW 17th Avenue and NW 18th Avenue (the City of Miami) on the East, State Road 112 on the South, and NW 37th Avenue (the City of Hialeah) on the West. The boundaries include census tracts 9.03, 10.04, 15.01, 15.02, 17.01, 17.02, 18.01, 18.02, 18.03, 19.01, 19.03, 19.04, and 23.

Coral Terrace NRSA boundaries are SW 24 Street on the South, SW 8 Street on the North, SW 67 Avenue on the East, and SW 72 Avenue on the West. (Census Tracts 59.021, 59.022, and 59.031)

South Miami boundaries are on the North, SW 64 Street (Hardee Drive), on the South, Sunset Drive, on the West, SW. 62 Avenue and on the East, SW 57 Avenue. (Block Groups: 76.033, 76.034).

Leisure City/Naranja/Princeton boundaries are as follows: the most northern boundary is SW 232nd Street, which is from SW 124th Avenue until Old Dixie when the boundary extends down Old Dixie and across SW 244th Street, up SW 137th Avenue and continues it's northern boundary on SW 240th Street until SW 147th Avenue; it's most southern boundary is SW 297th Street from Old Dixie Highway to SW 147th Avenue, up to SW 288th Street, over SW 137th Avenue; it's most eastern boundary is SW 124th Avenue, until SW 248th Street, from which the eastern boundary continues along SW 137th Street and it's most western boundary follows Old Dixie Highway from SW 297th Street until SW 147th Avenue and extends up 147th Avenue until 240th Street. These boundaries include, in whole or in part, the following block groups: 109,1 & 2; 108,1,2,3 & 9; 104,3; and 105,4.

Goulds Neighborhood Revitalization Strategy Area (NRSA) is located in unincorporated South Dade south of Cutler Ridge, straddling US 1. It is bounded on the north by the Black Creek Canal (including the triangular Cutler Ridge Shopping Center), on the southeast by SW 224 Street and SW 112 Avenue, on the south by SW 232 Street, and on the west by SW 127 Avenue, except for a small area between 216 Street and 224 Street where the boundary is 124 Avenue. The area includes Census Tracts 102.03, 104, 105 and 106.02.

Perrine Neighborhood Revitalization Strategy Area (NRSA) is located in unincorporated south Miami-Dade County, east of US-1 and just north of the Cutler Ridge Center. It is bounded by SW 168 Street on the north, SW 107 Avenue on the west, the C-100 Canal on the south from the Florida Turnpike to US-1, and by US-1 on the east. The area is located in Census Tracts 83.06, 83.03 and 102.06.

Kendall West NRSA boundaries are: SW 72nd Street on the north from SW 157th Avenue to SW 152nd Avenue which then follows down the first eastern boundary of SW 152nd Avenue until SW 80th Street, over to its most eastern boundary of SW 149th Avenue. The southern boundary goes from SW 88th Street from SW 149th Avenue to SW 152nd Avenue and continues up its first western boundary of SW 152nd Avenue until SW 80th Street and crosses over until it reaches its furthest western boundary of SW 157th Avenue. These boundaries include block groups: 101.55, 1 & 2; as well as 101.56, 2.

Sweetwater NRSA's most northern boundary is NW 7th Street from 114th Avenue to approximately 112th Avenue, skipping a section along NW 7th Street from 112 Avenue to 109th Street and continuing until approximately 107th Street. The southern most boundary is SW 8th Street. Its most eastern boundary is approximately 107th Street and the most western boundary is 114th Street. The boundaries include Census Tracts; 90.18 block groups 1,2,3, & 4 90.17 Block groups 1 & 3.

CDBG PROGRAM

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CDBG PROGRAM

The County's CDBG Program allocates block grant funds from U.S. HUD to private non-profit community based development organizations, community development corporations, community-based organizations, municipalities and county departments for activities that benefit low-and moderate income areas (areas in which at least 51% of residents make below 80% of the County's median income), or low- and moderate- income persons.

COMMUNITY DEVELOPMENT BLOCK GRANT NATIONAL OBJECTIVE DEFINITION

NATIONAL OBJECTIVE	NATIONAL CITATION
LOW/MOD AREA BENEFIT	570.208(a)(1)
LOW/MOD HOUSING BENEFIT	570.208(a)(3)
LOW/MOD JOBS BENEFIT	570.208(a)(4)
LOW/MOD LIMITED CLIENTELE BENEFIT	570.208(a)(2)
SLUM/BLIGHT AREA BENEFIT	570.208(b)(1)
SLUMS/BLIGHT SPOT BENEFIT	570.208(b)(2)
SLUMS/BLIGHT URBAN RENEWAL BENEFIT	570.208(b)(3)
URGENT NEED	570.208(c)

Based on the 2000 census data, focus areas and eligible block groups that meet the income eligibility criteria are eligible to receive funds for activities identified as high priorities in the FY 2003-FY 2007 Consolidated Plan. The NRSAs and eligible block groups eligible for funding are listed on pages 5 and 6. The priority needs for the NRSAs and eligible block groups are in Attachment 2. For maps of these areas, see Attachment 21.

CDBG Program funds generally are allocated to agencies implementing projects and activities in the following categories:

Economic Development:

Revolving loan funds are available for business development, commercial/ industrial infrastructure development, technical assistance, commercial rehabilitation, revitalization, acquisition and/or construction of commercial facilities and micro- enterprise assistance and peer lending.

Housing:

Land acquisition, new housing construction, single-family home rehabilitation, multi-family rehabilitation, acquisition for rehabilitation, disposition, relocation, and housing site improvements.

Capital Improvements:

Acquisition, senior centers, neighborhood facilities, parks, recreational facilities, homeless facilities, street improvements, sidewalks, street improvements, water and sewer improvements, sidewalks, child care centers, tree planting.

Historic Preservation:

Rehabilitation of historical residential or commercial structures and planning for neighborhood historic preservation activities.

HUB Zone

Historical Underutilized Business Zone (HUB Zone) is an SBA initiative, which aims to assist small business concerns located in historically underutilized business zones to increase employment and stimulate business capital investments through federal procurement opportunities provided by federal agencies participating in the HUB Zone Program

MEASURING OUTCOMES

To measure outcomes indicators related to the goals established in the FY 2003-2007 Consolidated Plan will be used to measure performance. Applicants are encouraged to familiarize themselves of the newly developed performance measurement systems developed by US HUD that contain at least one of these indicators. However, OCED will not be restricted to using only the indicators listed.

The development of performance measurement systems will continue to be an evolving process, in which HUD intends to work with grantees to identify if there are common parameters for activities that can be aggregated at a national level.

INDICATORS FOR PERFORMANCE MEASUREMENT SYSTEM

Suitable Living Environment / Neighborhood Revitalization

- Increase in property values, or home sales prices as a result of a series of coordinated neighborhood activities
- Reduction in derelict properties and other blighting influences as a result of code enforcement, acquisition, demolition or rehabilitation
- Decrease in numbers of children with elevated blood lead levels
- Increase in the supply of potable water or adequate wastewater management systems due to infrastructure installation or upgrades
- Increase in emergency vehicle access because of infrastructure improvements
- Number and/or percent of housing units assisted that have eliminated at least one significant health and safety deficiency as a result of housing rehabilitation, defined by local codes

Affordable Housing

- Percent increase in the homeownership rate in targeted neighborhoods or in the community overall
- Dollar increase in property values as a result of housing rehabilitation
- Number of unit years of affordability in rental projects, based on the investment of HOME dollars
- Percent of reduction of energy use or energy costs as a result of housing rehabilitation using ENERGY STAR building standards

Economic Revitalization/Economic Opportunities

- Increase in numbers of jobs and/or the number of "living wage" jobs
- Decrease in abandoned or non-revenue producing properties
- Increased annual income as a result of employment or job training
- Increased business sales volume in revitalized neighborhoods
- Increased number of small business loans in targeted neighborhood

Ending Chronic Homelessness

- Decrease in the number of chronically homeless individuals in the community, by not less than 50%, by FY 2008

Housing Opportunities for Persons With AIDS

- Increase in the percentage of HOPWA clients who are able to maintain housing stability, avoid homelessness, and access care

If an activity uses multiple funding sources, it will be necessary to show the outputs resulting from HUD funding separately. However, outcomes resulting from HUD sources need not be shown separately because, depending on local program design, the outcomes may be affected by many other factors.

The attached tables provide information and suggestions for choosing an outcome and objective for:

- ♦ **Housing,**
- ♦ **Economic development,**
- ♦ **Public facilities and improvements, and;**
- ♦ **Homeless housing and support activities.**

Suggestions for Choosing an Outcome and Objective: Housing Activities

Outcome →	Available/Accessibility	Affordability	Sustainability
Objective ↓			
Suitable Living Environment			<p>Housing activities funded to address problem properties in a neighborhood.</p> <p><i>Example: Acquisition and rehabilitation of eyesore properties in combination with streetscape improvements and public services.</i></p>
Decent Housing	<p>Housing activities focused primarily on improving the quality of, or access to, housing (rather than affordability).</p> <p><i>Examples: Homeowner rehabilitation, emergency repair programs, accessibility upgrades, lead abatement, transitional housing.</i></p>	<p>Housing activities focused primarily on the affordability of the units.</p> <p><i>Examples: Downpayment assistance, construction/rehabilitation of homebuyer or rental housing, tenant-based rental assistance, energy efficiency upgrades; or rehabilitation of rental housing.</i></p>	<p>Housing activities funded as part of a neighborhood revitalization effort where only housing activities are undertaken.</p> <p><i>Example: Acquisition and rehabilitation of eyesore properties.</i></p>
Creating Economic Opportunities	<p>Housing activities supporting “Live near work” initiatives that increase the supply of housing, or access to housing.</p>		<p>Housing activities supporting “Live near work” initiatives targeted in a specific geographic area, or “Officer Next Door” Programs.</p> <p>Housing activities supporting employer assisted housing.</p>

Suggestions for Choosing an Outcome and Objective: ED Activities

Outcome →	Available/Accessibility	Affordability	Sustainability
Objective ↓			
Suitable Living Environment	<p>Economic development activities that improve/increase the availability/accessibility of goods and/or services by providing a suitable living environment.</p> <p><i>Example: CDBG assistance to a grocery store that serves a LMI area.</i></p>		<p>Economic development activities that focus on improving the sustainability of the community or other defined geographic areas by providing a suitable living environment.</p> <p><i>Example: Commercial revitalization of a blighted business district in a low-income neighborhood.</i></p>
Decent Housing			
Creating Economic Opportunities	<p>Economic development activities that focus primarily on improving the availability/accessibility of jobs for residents.</p> <p><i>Example: Installing infrastructure for a business locating in a new industrial park that will create new jobs for LMI persons.</i></p>	<p>Economic development activities that focus primarily on making capital affordable for businesses that improve the economic health of the community.</p> <p><i>Example: Grant or low-interest loan assistance to microenterprises or small businesses that would otherwise not be able to afford the capital to start-up or expand their operations.</i></p>	<p>Economic development activities that focus primarily on sustaining a specific business(es) or geographic areas(s).</p> <p><i>Example: A commercial façade improvement program in a specific geographic area within the community.</i></p>

Suggestions for Choosing an Objective and Outcome: Public Facilities and Improvements

Outcome →	Available/Accessibility	Affordability	Sustainability
Objective ↓	<p>Public facilities and improvements activities that ensure access to a suitable living environment.</p> <p><i>Example: Retrofitting curbs to provide handicap accessibility ramps</i></p>	<p>Public facilities and improvements activities funded to support housing opportunities.</p> <p><i>Example: Subsidizing a water treatment plant.</i></p>	<p>Public facilities and improvements activities that sustain a suitable living environment.</p> <p><i>Example: Construction a community park, neighborhood police station or library; making infrastructure improvements to local streets and sidewalks</i></p>
Decent Housing	<p>Public facilities and improvements activities that make decent housing available to low-and moderate-income persons.</p> <p><i>Example: Transitional housing for the homeless; group homes/shelters for special needs populations; nursing homes for elderly persons</i></p>	<p>Public facilities and improvements activities funded to make housing affordable.</p> <p><i>Example: Subsidizing public improvements for a low-and moderate-income housing development</i></p>	<p>Public facilities and improvements activities that sustains housing for low- and moderate-income households.</p> <p><i>Example: Site improvements on publicly-owned land to serve apartment units rented to low- and moderate-income households at affordable rents.</i></p>
Economic Opportunities	<p>Public facilities and improvements activities that make economic opportunities available to low- and moderate- income persons.</p> <p><i>Example: Rebuilding a public road adjacent to a factory to allow for plant expansion and the creation of new jobs for low- and moderate- income persons</i></p>		

**Suggestions for Choosing and Objective and Outcome:
Homeless Housing and Support Activities**

Outcome →	Available/Accessibility	Affordability	Sustainability
Objective ↓			
Suitable Living Environment	<p>Activities that increase access or availability to shelter or a service that will improve the beneficiary's living environment.</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> ▪ <i>Emergency shelter;</i> ▪ <i>Transitional housing program(e.g., a substance abuse treatment facility for homeless persons);</i> ▪ <i>Street outreach to chronically homeless persons; or</i> ▪ <i>Essential services (mental health counseling, substance abuse treatment, etc.)</i> 		
Decent Housing	<p>Housing activities focused primarily on improving the quality of, or access to, housing (rather than affordability).</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> ▪ <i>Construction or rehabilitation of rental units earmarked for homeless persons with mental illness.</i> 	<p>Housing activities focused primarily on making the housing units affordable.</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> ▪ <i>Homeless prevention assistance; or</i> ▪ <i>Deeply subsidized rehabilitation of rental units designed to lower rental payments for extremely low-income persons.</i> 	
Creating Economic Opportunities			

PROGRAM DESCRIPTIONS, ELIGIBILITY REQUIREMENTS AND FUNDING

The following sections describe the non-housing and housing categories and the funding sources and their respective program requirements. The funding sources are: Community Development Block Grant (CDBG); HOME Investment Partnership and Emergency Shelter Grant (ESG).

OTHER GENERAL FEDERAL AND COUNTY REQUIREMENTS

1- PRIOR APPROVAL

All contractors must obtain written approval from OCED prior to undertaking any of the following:

1. The engagement or execution of any subcontracts or contract assignments, wherein CDBG, HOME, or ESG funds will be used to pay for goods or services. The Contractor must submit all proposed agreement documents to OCED at least thirty (30) days before the start date of the agreement.
2. The addition of any positions not specifically listed in the approved budget.
3. The modification or addition of all job descriptions.
4. The purchase of all nonexpendable personal property not specifically listed in the approved budget.
5. The disposition of all real, expendable personal, and nonexpendable personal property.
6. Out-of-town travel not specifically listed in the approved budget.
7. The disposition of program income not specifically listed in the approved program income budget.
8. The publication of proposed Solicitation Notices, Invitations for Bids and Requests for Proposals
9. The disposal of all contract records

2. LABOR STANDARDS

GENERAL

Prior to commencing any construction activity, including procurement thereof, contractors must contact OCED to determine the correct federal procurement procedures to be followed and to receive federally required procurement documents and forms.

Close adherence by contractors to required procedures will ensure a minimal number of enforcement problems and violations, safeguard federal statutory rights, and expedite construction. The following is a general flow schedule for Davis-Bacon applicable projects:

Davis Bacon Applicability Test

- All construction projects over \$2,000
- Government Entity involved
- Construction or *alterations/repairs
- Employment of laborers/mechanics
- CDBG/HOME \$ used (full or partial)

*Including paint decorating of public buildings or works. The following stages are guidelines to successfully complete construction projects that are Davis-Bacon applicable:

Pre-Bid stage

1. OCED's executed contract tested for Davis-Bacon applicability.
2. OCED reviews construction plans, specs, and timeline.
3. Bid Requirements package issued to agency by OCED.
4. Agency sends in Notification of Intent to Bid form to OCED.
5. Contracts Officer requests Davis-Bacon Wage decision.
6. Agency develops bid package (includes Bid Requirements).
7. Contracts Officer reviews and approves bid package.
8. Contracts Officer release Wage determination and required RFB advertisement wording to Agency.
9. Contracts Officer reviews and approved RFB advertisement.
10. A Pre-bid conference is held.
11. Agency receives bids and logs them in as received.
12. Agency opens bids (Contracts Officer and Labor Standards Officer should be present)
13. Agency evaluates bids, selects bidder, submits process and justification to Contracts Officer.
14. Contracts Officer reviews successful bidder package/subcontract and subcontractor against debarment list.

Post -Bid Stage

15. Agency issues letter of award to successful bidder.
16. Agency notifies contractor to attend Pre-construction Conference.
17. Contract Officer conducts Pre-construction Conference.
18. Contract Officer ensures submittal of insurance, bonding, and permit requirements.
19. Agency issues notice to proceed.
20. Agency receives the Notice of Commencement from contractor.
21. Agency receives list of sub-contractors from contractor and submits it to Contract Officer.

Construction Stage

22. Labor Documentation/Administration as follows:

<i>One Time Submittal</i>	<i>Weekly Submittal</i>	<i>Monthly Submittal</i>
Contractor's Certificate		
Subcontractor's Certification (HUD 1422)	Weekly Payroll (WH347)	Monthly Utilization Report (CC257)
Statement of Compliance	Statement of	Progress Report

	Compliance	
Bidder's Section 3 Documents	(WH348 reverse side PR)	Monthly Section 3 Report
Release of Lien	Subcontractors On Site	Progress Photos
Certificate of Completion	Report	Timeline Updates
Certificate of Occupancy		

23. Labor Standards Officer and Contracts Officer conducts Labor interviews.
24. Labor Standards Officer and Contracts Officer reviews contractor's draws.
25. Contract close-out-release of 10% retainer.

3- PREBID PROCEDURES

A. NOTIFICATION OF INTENT TO SOLICIT

Prior to issuing an Invitation for Bid (IFB) or a Request for Proposal (RFP), contractors must complete a Notification of Intent to solicit Bids or Proposals and submit it to OCED. This notification must be received by OCED thirty calendar days prior to the anticipated bid opening date. This allows OCED sufficient time to obtain from U.S. HUD an appropriate wage decision.

B. ADVERTISEMENT

Upon receipt of the appropriate wage decision from OCED, contractors are to advertise the availability of the IFB or RFP. The advertisement must run for a minimum of two consecutive weeks. The advertisement must be placed in a minimum of three sources of general circulation such as the Miami Herald and the Dodge Report. The advertisement must also contain required federal language.

C. REVIEW OF BID PACKAGES

All bids or proposals received by contractors must be stamped indicating date and time of receipt. They should then be logged in showing bidder's name, address, date and time of receipt. Bids must be opened on the day and time specified in the IFB or RFP. All bids or proposals that arrive after the deadline for submitting responses to the IFB or RFP are to be returned to the bidder with a letter indicating the time of arrival and that the bids or proposals cannot be considered because they did not meet the submission deadline as stipulated in the IFB or RFP.

D. EVALUATION OF RESPONSES

Individuals having experience and knowledge in the areas and requirements for which an award will be made should perform the evaluation of bids. Generally, the contractor, assigned consultant/engineer, and project manager would be on the evaluation team.

4- CONTRACT AWARD PROCEDURES

A. AWARDING THE CONTRACT

Contractors must send a notice of the award to all respondents to the IFB or RFP and to other interested parties who requested information regarding the IFB or RFP.

B. PRECONSTRUCTION CONFERENCE

In coordination with OCED, contractors must schedule and conduct a pre-construction conference. This conference is to be held a minimum of ten calendar days prior to the release of a Notice to Proceed.

C. NOTICE TO PROCEED

Contractors must ensure that subcontractors meet all pre-award requirements prior to issuing a Notice of Proceed.

D. EMPLOYEE INTERVIEWS

Contractors must allow that on-site job interviews of workers are conducted and ensure that the organization is in compliance with federal labor standards. At least 15%-20% of each position classification must be interviewed.

5- CONSTRUCTION LICENSING REQUIREMENTS

A. Miami-Dade County has very specific licensing requirements for any party doing construction work. When Miami-Dade County through OCED enters into a contract with any party, there is the presumption that all transactions will be legal. Therefore, contractors must confirm that the individual or business with which they intend to subcontract for construction work has the required licenses. Per the county attorney, OCED is not legally obligated to pay any invoices for construction if the correct licenses are not in place. Further, Miami-Dade County imposes penalties and/or fines for violation of these requirements.

B. The party doing construction work must have, as a minimum, an occupational license. In addition, the party must also have a certificate of competency or a general contractor's license. To learn of the correct type of license needed and any other related information, contractors should call the Miami-Dade Building Department.

It is imperative to maintain accurate files for Davis-Bacon projects. The following is a minimum for documentation files and will be reviewed by your Contracts Officer during monitoring visits:

EXAMPLES OF KEY DOCUMENTATION

- Copy of Wage Rate Request
- Copy of Wage Rate, along with any additional classification
- Bid/Contract Documents with Labor Standards Provisions and Section 3 Provisions included
- Contractor Eligibility Verification

- Ten-Day Call Verification (for changes to Applicable Wage Decision)
- Pre-construction conference minutes/sign-in-sheet
- Payrolls, with evidence of their review
- Notice of Start of Construction
- Employee interviews
- Evidence of violations and steps taken to resolve these
- Final Wage compliance reports
- Monthly employment utilization's reports, where applicable

6- PROCUREMENT REQUIREMENTS

Federal regulations and OCED contracts are specific with regard to the process that must be followed for all procurement. All funded projects or agencies must adhere to and be able to document a procurement process that is open and competitive and gives the general population, but specifically small and minority owned businesses, equal opportunity to participate in that procurement process.

DEVELOPMENT OF POLICIES AND PROCEDURES

- A. Contractors must develop and comply with their own written procurement policies and procedures, which must, at a minimum, follow sound business practices. Federally funded contractors' policies must also be in accord with OMB Circular A-110 (for nonprofits, institutions of higher education, and hospitals) or 24 CFR Part 85 (for state and local governments). Contractors must be guided by those policies and procedures for all purchases.
- B. Contractors must maintain documentation that purchases were made in compliance with applicable policies and procedures.
- C. Prior to any construction or physical improvement activity, contractors are strongly encouraged to contact their contracts officer to determine the appropriate procurement procedures to be followed.

DEFINITIONS

- A. Procurement: This is when contractors purchase supplies, equipment, construction services, or incidental or routine administrative and support services such as surveys, consultant studies, legal, audit, accounting; contractors must follow the noted federal procurement regulations when these types of costs will be charged to federal funds.

Note: When contractors, CDBG funded, engage parties to carry out any eligible substantive programmatic service as described in the prime contract with OCED, U.S. HUD does not define this as procurement. Thus, federal procurement regulations do not have to be followed; but contractors are to follow their own written procurement policies, which must follow sound business practices.

- B. Subcontract: This is a binding agreement between the contractor and any party in which the party agrees, for compensation, to perform services or provide goods in conformance with

the prime contract between OCED and the contractor. There are two types of subcontracts - those that need not be procured and those that must:

a. Contractors that are CDBG funded are not required to follow federal procurement regulations when the purpose of the subcontract is to engage parties to carry out any eligible substantive programmatic services as described in OCED's prime contract with the contractor. All other federally funded contractors must follow applicable federal procurement regulations. In all instances, these types of subcontracts require OCED's written prior approval and they must be submitted to your contracts officer prior to full execution.

b. All federally funded contractors are required to follow applicable federal procurement regulations when the purpose of the subcontract is to engage parties to perform incidental or routine administrative and support services (e.g., surveys, consultant studies, audits, accounting services) and for the purchase of supplies or equipment. These subcontractors do not require OCED's prior approval if the contractor's approved budget adequately explains and justifies these cost items. A copy of these subcontracts must accompany the first invoices submitted to OCED for payment.

7- PROCUREMENT STANDARDS

A. FEDERALLY FUNDED CONTRACTS

1. In the expenditure of federal funds, nonprofit organizations, institutions of higher education, and hospitals must comply with OMB Circular A-110.
2. State and local governments must comply with 24 CFR Part 85.

B. BUDGETED PURCHASES

The contractor's approved contract budget constitutes OCED's prior approval for the purchase of goods and services when these are within the limits and amounts detailed in the budget. The exception is that subcontracts to carry out eligible substantive programmatic services require OCED's written prior approval. Under no circumstances will OCED approve payment of expenditures incurred prior to the approval of the budget revision related to such expenditures.

C. UNBUDGETED PURCHASES

For intended purchases that are not included or not sufficiently detailed in the contractor's approved contract budget, contractors must, before any commitment for an expenditure, submit a written request to OCED for approval. The request is to include the following:

1. A detailed description of the intended purchase.
2. A justification of need for the purchase.
3. A totally revised budget, which includes the purchase price, description of the item, and justification of need.

D. SUBCONTRACTS AND ASSIGNMENTS

1. All subcontracts and assignments must contain, at a minimum, the following elements:
 - a. The full, correct, legal name of the party.
 - b. A description of the activities to be performed.
 - c. Time of performance.
 - d. Method of payment (Based on unit cost, service cost, percentage completed, lump sum upon completion, etc.)
 - e. Maximum compensation.
 - f. Insurance requirements, as applicable.
 - g. A provision requiring compliance with all regulatory requirements of the prime contract with OCED and with any conditions of approval that OCED deems necessary.
 - h. Termination.
2. All consultant subcontracts and assignments must contain this provision: The Agency is not responsible for any insurances or other fringe benefits, e.g., social security, income tax withholdings, retirement or leave benefits, for the Consultant assumes full responsibility for the provision of all insurances and fringe benefits for himself or herself and employees retained by the Consultant in order to satisfy the scope of services of this subcontract.
3. Attachment A in this chapter is a subcontract model for use when engaging consultants (except auditors) unless contractors want to use their own forms. In this case, their forms must contain, at a minimum, all the terms and conditions listed in this model. The subcontract attachment entitled Certification Regarding Lobbying must be signed and dated and made a part of the subcontract when the consultant is paid with federal funds.
4. Attachment B in this chapter is the subcontract form to be used when engaging auditors. This is a required form. The subcontract attachment must be signed and dated and made a part of the subcontract when the auditor is paid with federal funds.

8- PAYMENT OF SUBCONTRACTS

All subcontracts are subject to OCED's review before payment. Invoices will be rejected and payment not made when the relevant subcontract fails to meet minimum requirements. Only when the subcontract is corrected will invoices be approved for payment.

If at any time it is determined that required procurement standards have not been adhered to or the contractor has failed to maintain adequate documentation of the procurement process, OCED may refuse to make payment or may require a refund if the cost has already been paid.

Under no circumstances shall OCED approve payment of any expenditure (resulting from an agreement or subcontract), which was incurred prior to the approval by OCED of such agreement or subcontract.

Under no circumstances shall OCED approve the hiring of the Contractor's staff members as subcontractors.

9-SECTION 3

All contractors must also comply with the Federal Section 3 requirements outlined below:

The Contractor shall assure that all subcontracts or third party agreements contain provisions with stated goals that low-income residents from Community Development Target and Service Areas be provided with opportunities for employment and training in contracted activities.

In conformance with Section 3 of the Housing and Community Development Act of 1968, the Contractor must direct federal financing assistance towards Target Area residents and ensure that employment and economic opportunities be given to low and very low-income persons, particularly those who are recipients of government assistance for housing according to the guidelines mentioned below:

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD- assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations

of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

10- ADDITIONAL REQUIREMENTS

Equal Opportunity

No person in the United States shall on the grounds of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with CDBG or HOME funds. In addition, all entities applying for funds through the Dade County CDBG or HOME Program will provide in their written agreement certification of compliance with all Federal requirements under the Equal Opportunity legislation. In addition, CDBG or HOME funds must be made available in accordance with the following:

1. The requirements of the Fair Housing Act (42 U.S.C. 3601-20) and implementing regulations at 24 CFR Part 100; Executive Order 11063, as amended, (Equal Opportunity in Housing) and implementing regulations at 24 CFR Part 107; and Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), (Nondiscrimination in Federally Assisted Programs) and implementing regulations issued at 24 CFR Part 1;
2. The prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at 24 CFR Part 146, and prohibitions against discrimination against handicapped individuals under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR Part 8;
3. The requirements of Executive Order 11246 (Equal Employment Opportunity) and the implementing regulations issued at 41 CFR Chapter 60;
4. The requirements of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701) that:
 - a. To the greatest extent feasible, opportunities for training arising in connection with the planning and carrying out of any project assisted with HOME funds should be given to low-income persons residing within the general local government area or metropolitan area or non-metropolitan county in which the project is located; and. To the greatest extent feasible, contracts for work to be performed in connection with any such project be awarded to business concerns, including, but not limited to, individuals or

- firms doing business in the field of planning, consulting, design architecture, building construction, rehabilitation, maintenance, or repair, which are located in or owned in substantial part by persons residing in the same metropolitan area or non-metropolitan county as the project; and
- b. The requirements of Executive Orders 11625 and 12432 (concerning Minority Business Enterprise), and 12138 (concerning Women's Business Enterprise). Consistent with HUD's responsibilities under these Orders, each applicant must make efforts to encourage the use of minority women's business enterprises in connection with the HOME funded activities.

Each applicant must prescribe procedures acceptable to the State to establish activities to ensure the inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women.

Environmental Review

The environmental effects of each activity carried out with CDBG or HOME funds must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA) and the related authorities listed in HUD's implementing regulation at 24 CFR Parts 50 and 58. The County may request applicants to assist in the completion of the review. HOME rules require that all environmental reviews be completed and certified prior to funding.

Lead-based Paint

Housing assisted with CDBG or HOME funds constitutes HUD-associated housing for the purposes of the Lead-based Paint Poisoning Prevention Act and is, therefore, subject to 24 CFR Part 35. These rules are currently being revised and HUD will publish new, more stringent guidelines in the near future.

Relocation

All CDBG and HOME projects are subject to relocation requirements under the Uniform Relocation Act (URA). As previously mentioned, project owners bear full responsibility for relocation costs associated with occupied units and/or land in accordance with the Act as amended. Additional information may be obtained in HUD Handbook 1378, "Tenant Assistance, Relocation and Real Property Acquisition."

Conflicts of Interest

No person who (1) is an employee, consultant, officer, elected or appointed official of Miami-Dade County or of any applicant who receives funds and who exercises or has exercised any functions or responsibilities with respect to assisted rehabilitation activities, or (2) is in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. The following conflict of interest provisions apply: for units of general local government, 24 CFR Section 85.36; for non-profit organizations, OMB Circular A-110; and for all others, 24 CFR Section 92.356.

The Contractor shall submit to OCED all updated Conflict of Interest affidavits, Related Party Disclosure statements, list of current Board members, and list of all business associations with the following documents:

- Original contract or its subsequent amendments.
- Request for budget revisions.
- Request for approval of subcontracts.

Non-compliance with the above requirements will be considered a breach of contract, which will result in the immediate termination of the agreement, the recovery of the entire funding award, and the disqualification of funding through OCED for a period of three years.

Debarment and Suspension

Owners and contractors are prohibited from employing, awarding contracts, or funding any contractors or subcontractors that have been debarred, suspended, proposed for debarment, or placed on ineligibility status by HUD. In addition, any owners who are debarred, suspended, proposed for debarment, or ineligible will be prohibited from participating in the CDBG and HOME Program.

Historic Properties

An application proposing rehabilitation in a structure which is over fifty (50) years old must provide evidence from the Miami-Dade County Office of Historic Preservation that notification of the rehabilitation has been received and that the proposed rehabilitation will have no effect on the historical significance of the structure, or that cooperation and adherence to the Historic Preservation Act is being met through continued correspondence and mutual agreement on the proposed rehabilitation. Applicants proposing demolition of such structures must provide such evidence.

Flood Insurance

Federal funds may NOT be used in connection with acquisition or rehabilitation of a development located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, unless the locality in which the site is located is participating in the National Flood Insurance Program or less than a year has passed since FEMA notification regarding such hazards, and flood insurance was obtained as a condition of approval of the commitment.

Program Income

The Contractor shall report to OCED all cumulative program income generated from activities financed in whole or in part by its CDBG funds. **This information along with a check payable to Miami-Dade County for the generated program income, must be submitted quarterly as part of the Fiscal Section of the Contractor's Progress Report.** The Contractor shall provide to OCED a written explanation of the activities to be assisted with program income and shall obtain OCED's written approval prior to implementing those activities.

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AMOUNT OF CDBG FUNDS AVAILABLE

It is anticipated that the County will have approximately **\$18,194,243 of FY 2007 CDBG** funding for allocation to activities that meet the priority needs identified in the Consolidated Plan Priorities, Attachment 1. The actual amount of funding received will depend on the budget established by Congress and the allocation determined by U.S. HUD. It is estimated that not less than 75% of this amount will benefit persons of low- and moderate-incomes.

Resource Allocation

The current (FY 2006) allocation of CDBG funding, in addition to existing policies related to allocations for land acquisition for housing development and housing development by CDCs adopted by the Board, serves as illustrative guideline for the anticipated allocation, consistent with the Consolidated Plan priorities. The FY 2006 Action Plan, as amended by the Board of County Commissioners, allocated FY 2006 CDBG funding by major categories as follows:

Category	FY 06 Funding	FY 07 Estimate	Percentage
Administration	3,846,156	3,638,849	20
Capital Improprement	2,163,000	1,819,424	10
Economic Development	3,119,000	3,638,849	20
Historic Preservation	180,000	545,827	3
Housing	1,713,000	4,002,733	22
Public Service *	7,354,626	4,548,561	25
BCC and CAC Reserve	855,000	0	0
TOTAL	19,230,782	18,194,243	100

*These funds were allocated for a three year period from 2006 through 2008.

Funding for projects meeting the special needs of the homeless, mentally and physically disabled persons, and migrant farm workers is provided from the above categories. Funding for activities in entitlement jurisdictions and jurisdictions participating in the State of Florida Small Cities CDBG Program will be limited to those activities which demonstrate Metropolitan Significance and which are consistent with the high priority needs identified in that jurisdiction's Consolidated Plan.

Metropolitan Significance is defined as benefiting low- and moderate-income persons either directly or indirectly in Dade County beyond the boundaries of the municipality where the activity is either physically located or the borders of its service area. For further information on the CDBG Program, refer to Attachment 4, CDBG National Objectives, Eligibility Guidelines, and Regulations, which includes eligibility definitions.

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ESG FUNDING AND HOMELESS PROGRAM GUIDELINES

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HOMELESS PROGRAM

INTRODUCTION/BACKGROUND

The Miami-Dade County Homeless Trust was created by the Miami-Dade Board of County Commissioners to, among other things, oversee the use of the Food and Beverage Tax and in this regard to establish and implement policies based on the Miami-Dade County Community Homeless Plan. The Plan is a comprehensive continuum of care system to serve homeless persons in Dade County. The Plan calls for the development of the following three stages of care:

1. Temporary Care - to provide immediate short term (i.e., 7 - 30 days) housing and basic support services at Homeless Assistance Centers to persons residing in public spaces;
2. Primary Care - transitional housing (6 - 9 months on an average) with a focus on treatment and rehabilitation (e.g., substance abuse treatment, vocational training, skills building, mental health treatment, and basic education); and
3. Advanced Care - supported long term housing, such as church assisted housing, supported single room occupancy residence and assisted apartment or other residential arrangements

Proposals for funding for homeless programs requested in this RFA should indicate how they relate to the continuum of care system developed by the County through the Miami-Dade County Homeless Trust and more specifically to the needs assessment and priorities as submitted on an annual basis to the United States Department of Housing and Urban Development by the Miami-Dade County Homeless Trust. The County will have a right of first priority to refer clients to the services and housing for homeless persons funded through this RFA. For capital projects this right to refer is for the period of 20 years, i.e., the loan period.

Funding in the amount of \$1 million will be made available pursuant to this RFA to acquire, rehabilitate or construct transitional and/or permanent housing for homeless persons. Potential applicants for this source of funding include homeless provider agencies that propose to provide 100% of the units to serve homeless persons.

Funding to provide match for other sources of homeless funding, and/or to fill existing funding gaps in projects proposing to serve only homeless/formerly homeless persons will be given priority consideration in this competition. Funding is also available for the development of new homeless housing that addresses an identified priority in the local homeless continuum of care.

However, as an incentive to increase the availability of housing for homeless/formerly homeless persons, housing developers who propose to provide mixed use housing that includes housing for homeless/formerly homeless persons through a set-aside of units are eligible for up to \$200,000 in funding, **in addition to the** \$500,000 per-project cap imposed by this RFA. For example, a housing developer requesting the maximum

allowed under this RFA (\$500,000), may also request an additional \$200,000 of homeless funding, for a total of \$700,000 for one project under this RFA, as long as units are set-aside for homeless persons. Funding is available as follows: 0 bedroom- \$20,000/unit; 1 bedroom - \$25,000/unit; 2 bedrooms - \$30,000/unit; 3 + bedrooms - \$35,000/unit.

Applicants requesting funds for this purpose also must agree to allow the County's designated entity the first right to refer appropriate persons to the units, and to accept tenant eligibility criteria that is adjusted to accommodate the unique needs of this population (to include reduced/modified credit history and background checks and application fees). Additionally, maximum rents to be charged for these units cannot exceed 60% of the FMR for the unit size being assisted. Where rental assistance is provided via a public entity, rents for homeless individuals and or families can not exceed the FMR.

All applicants applying for funding under the Homeless program must include copies of any and all applications, contracts, and or funding agreements, (as well as permits, and zoning applications), and any subsequent amendments to these applications, contracts, or agreements which provide operational or capital funding for the project they are applying for.

Note: Failure to comply with grant award, contractual requirements/provisions, or misrepresentations related to this application by a provider may result in liquidated damages, or disbarment as may be appropriate.

THIS RFA IS NOT SOLICITING PROPOSALS FOR FUNDING FROM THE FOOD AND BEVERAGE TAX.

**ESG FUNDING AND
HOMELESS PROGRAM
GUIDELINES AND FORMS**

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EMERGENCY SHELTER GRANT (ESG) BECKHAM HALL

I. GENERAL INFORMATION

OCED is requesting proposals from a qualified private non-profit service provider, to receive and expend ESG funding to provide emergency shelter, meals, and supportive services to homeless adult males at Beckman Hall Homeless Shelter for Men. Beckham Hall is a 14,450 square feet, two story facility located at 2735 N.W. 10 Avenue, Miami, 33127. The total ESG allocation available through this RFA is available only for the operation of this particular facility; proposals for the use of ESG funds for other projects will not be considered. The facility is owned by the City of Miami and is currently used by the County through a Revocable Permit with the City of Miami. The Permit is renewable yearly with 90 days advance notice. The Permit allows the County to assign the Permit to a private provider, which must be approved by the City Manager. OCED has available a total estimated amount of \$750,000 through the Federal Emergency Shelter Grant (ESG).

The Emergency Shelter Grant is designed to help improve the quality of emergency shelter for the homeless, to help cover the costs of operating emergency shelter, and to provide essential social services to homeless individuals so they have access not only to safe and sanitary shelter, but also to the supportive services and other types of assistance they may also need to improve their situations. Through this proposal, federal grants are being made available for the payment of certain operating and social service expenses in connection with emergency shelter for the homeless. For the purpose of this proposal, shelter is defined as any facility with overnight sleeping accommodations, the primary purpose of which is to provide temporary shelter for the homeless in general, or for specific homeless population.

ESG PROGRAM OBJECTIVES

The Agency awarded the ESG will be required to:

- A. Reduce hardships on homeless persons through the provision of emergency shelter.
- B. Provide or arrange for the provisions of essential support services to homeless persons in the shelter, including food, clothing, personal care items, medical care, alcohol, drug abuse and mental health treatment, counseling and assistance in obtaining government benefits, employment and permanent housing.

SERVICES AND ACTIVITIES ELIGIBLE FOR ESG FUNDING

A. Shelter Operating Expenses

Shelter operating expenses may include utilities, insurance, security, furnishings, equipment, appliances, supplies facilities maintenance, staff to assist in the operation of shelter and the supervision of shelter residents, audits of shelter grant expenditures, architectural, and engineering site study and inspection fees. Staff costs associated with shelter operations is limited to 60 percent of grant award. Projects using Emergency Shelter Grant funds for shelter operating costs must provide homeless shelter for the life of their contract with the County.

B. Essential Support Services

Essential support services eligible for funding include food, clothing, personal care items, medical care, counseling, alcohol, drug abuse and mental health treatment, assistance in locating housing, assistance in obtaining employment, assistance in obtaining government benefits, transportation, temporary child day care, day programming for persons in shelter,

information and referral, case management, and staff to provide these services. Expenditures for essential support services must be confined to no more than 30 percent of the total grant award. Projects using ESG funds for essential support service must continue to provide services for the life of their contract with the County.

C. Administrative Costs

Administrative costs include the costs associated with accounting for these grant funds, preparing reports for submission to HUD, obtaining program audits, similar costs related to administering the grant after the award, and staff salaries associated with these administrative costs. (See 24 CFR

D. Eligible Population

ESG funds available under this proposal must be used to serve homeless men 18 years or older, who are homeless, as homeless is defined by U.S. HUD.

E. Other ESG Program Rules

In general:

- All projects receiving Emergency Shelter Grant funds must provide emergency overnight shelter for the homeless.
- Recipients of shelter grants must administer, in good faith, a policy designed to ensure that the homeless facility is free from the illegal use, possession or distribution of drugs and alcohol.
- To be eligible for funding, applicants must demonstrate compliance with all federal regulations listed at 24 CFR, Part 576 (final rule governing the Emergency Shelter Grants Program, November 7, 1989).
- Grantees will be required to comply with applicable codes, statutes and ordinances pertaining to buildings, health, sanitation, fire, safety, zoning, and the environment.
- Emergency Shelter Grant funds may not be utilized to supplant (replace) existing funding or expenditures by the Miami-Dade County.
- Applicants residing in HUD formula jurisdictions with a consolidated plan required by the United States Department of Housing and Urban Development must have their proposal certified by the appropriate governmental jurisdiction as consistent with the homeless component of the local plan (a Consolidated Plan letter).
- Grantees may not use Emergency Shelter Grant funds to purchase or lease a vehicle for client transportation.
- Grantees may not use federal funds for administrative purposes or indirect costs, except that local units of government making application of behalf of one or more community agencies may claim up to 2.5 percent of the grant for project administration. Examples of disallowed administrative costs include salaries and benefits for executive director, clerical support and administrative staff, administrative travel, office management, bookkeeping, taxes, fund raising, public relations, printing, reproduction, postage, conferences, consultants, and office supplies, equipment and furnishings, including computers. Insurance, architectural fees, engineering studies, site studies and inspections associated with structural alterations are allowable costs that may be reimbursed with federal funds, as are mandatory audits of Emergency Shelter Grant expenditures. These expenditures are to be budgeted as operating expenses.

GRANT AWARD

The process for awarding the federal emergency shelter grant will be competitive based on county assessment of:

1. Applicant qualifications
2. The comparative quality of proposals received;
3. The extent to which applicants comply with all specifications contained in the Request for Proposals; and
4. The applicant generates maximum direct service benefits to the homeless within shelter grant funds requested;

All shelter grants will be awarded through contracts administered by the Office of Community & Economic Development (OCED). OCED reserves the right to award or terminate grants and contracts in the best interest of the County. What follows are the criteria and specifications by which OCED intends to award and manage Federal Emergency Shelter Grants.

AWARD CRITERIA AND SPECIFICATIONS

- All grantees will be required to submit quarterly status reports. The department within 6 days of the close of each quarter must receive such reports. The department reserves the right to request additional information needed to clarify the status of the project; An annual report, environmental report, minority business enterprise report and grantee performance report are required.
- Applicants must submit proof of incorporation, nonprofit status, and evidence of permitted zoning for their shelter or proposed shelter site.
- The department will conduct on-site reviews of all grantees to ensure compliance with federal and state regulations and contractual provisions.
- All grantees will be required to submit a final project status report according to a format specified by the department within 45 days of project completion.
- Grantees must arrange for the completion of mandatory HUD environmental assessments prior to the receipt of federal funds. These assessments are to be obtained from city or county governments, or private consultants. The department will provide grantees with all necessary environmental review information. Grantees must provide the department with satisfactorily completed environmental review documents and resolve any compliance issues resulting from these reviews within 60 days of the notice of grant award. Any grantee not able to comply with these requirements will not receive Federal Emergency Shelter Grant funds. In this event, the funds to have been awarded the grantee will be withdrawn and reallocated to the next most highly ranked Emergency Shelter Grant applicant.
- Applicants must complete, submit and comply with all federal and state certifications and assurances.
- Grantees must, to the maximum extent practicable, involve homeless persons in constructing, renovating, maintaining, and operating facilities assisted by Emergency Shelter Grant funds, and in providing services for occupants of these facilities.
- Grantees must establish a formal process, which may include a hearing, for persons expelled from Emergency Shelter Grants assisted facilities due to violation of program requirements.
- Federal Emergency Shelter Grants will be awarded by the County solely on a competitive basis. All eligible applicants will receive equal consideration.

- Federal Emergency Shelter Grant contracts between the County and the grantee will be executed on or after January 1, 2007, and will terminate December 31, 2007.
- Applicants must participate in the local homeless management information system, as it may be established.
- Applicants must report daily bed availability, as established in the local homeless continuum of care system via the Homeless Management Information System

CONTRACTING PROCESS

Successful Proposers will be required to submit all documents necessary for contract development (e.g. revised budget(s), copy(s), of services, insurance certificates, affidavits, work plan(s), etc.) within two weeks from receipt of written notice of contract award from the County.

RULES; REGULATIONS; LICENSING REQUIREMENTS

The applicant shall comply with all mandates of the Federal Regulation # Exhibit P. The applicant shall comply with all laws, ordinances and regulations applicable services contemplated herein, especially those applicable to conflict of interest and collusion. Proposers are presumed to be familiar with all Federal, State and local laws, ordinances, codes and regulations that may in any way affect the service offered, especially Executive Order No. 11246 entitled "Equal Employment Opportunity" and as amended by Executive Order No. 11375, as supplemented by the Department of Labor Regulations (41 CFR, Part 60), the American with Disabilities Act of 1990 and implementing regulations, the Rehabilitation Act of 1973, as amended, Chapter 553 of Florida Statutes and any all other local, State and Federal directives, ordinances, rules, orders and laws relating to people with disabilities.

DISQUALIFICATION OF PROPOSALS

Due to Federal requirements, the Applicant(s) MUST submit a categorical (line item) budget and narrative justification (using the object class categories) for each service area the Applicant is submitting a proposal for. Failure to submit the categorical Budget with your proposal will DISQUALIFY your submittal from further consideration.

1. Personnel (Salary and Fringe)
2. Travel
3. Supplies
4. Contractual (food, lab, etc.)
5. Other (Identify)
6. Indirect Administrative Charges (capped at 10%)

*Note: If less than 100% of a staff position is funded through this grant, applicants must identify the funding source providing the balance of the funding.

II. SCOPE OF SERVICES REQUESTED FROM SERVICE PROVIDERS

GENERAL PHILOSOPHY OF SERVICE PROVISION

In order to insure comprehensive, continuous, and effective services, the successful applicant will be required to commit to a service plan that promotes high standards of performance, staff training, and development a service linkages, and referral mechanisms among participating providers.

Proposers should maintain an overall philosophy that builds clients self-esteem and promotes the self worth of these individuals, thus encouraging the individuals to enter and remain in the “Continuum of Care” that has been developed through the Miami-Dade County Community Homeless Plan. The plan is a comprehensive continuum of care system that serves homeless persons in Miami-Dade County Community Homeless Plan. The Plan calls for the development of the following three stages of care:

1. Temporary Care - to provide immediate short-term (i.e., 1 - 30 days) housing and basic support services at Homeless Assistance Centers to persons residing in public spaces;
2. Primary Care - transitional housing (6 - 9 months on an average) with a focus on treatment and rehabilitation (e.g., substance abuse treatment, vocational training, skills building, mental health treatment, and basic education);
3. Advanced Care - supported long term housing, such as church assisted housing, supported single room occupancy residency and assisted apartment or other residential arrangements.

All Applicants must comply with the minimum standards of housing and services, as defined in the “Standards of Care”, document, as adopted by the Miami-Dade County Homeless Trust.

The County is requesting proposals from a qualified private - non-profit service provider, hereinafter referred to as the “Applicant” to provide supportive services to 100 men. The emergency shelter beds, meals, and supportive services that must be provided by the applicant are:

1. Room and Shelter
Each resident is to be provided with a bed, space to store personal items and adequate, appropriate living space.
2. Meals
Meal services include three (3) nutritious meals per day.
3. Transportation
Transportation to be made available to and from ancillary services and on an as needed basis. Additionally, bus/rail tokens are provided to eligible residents to assist with their individual transportation needs.
4. Supervised Environment
Residents are to be provided with a 24 hour supervised environment.
5. Individual Counseling
Individual counseling providing one-on-one supportive counseling concerning problems of general adjustment and resident’s maximum level of functioning within society.
6. Group Counseling
A pre determined number of group counseling sessions (minimum of five (5) per week) will be provided. The group sessions will deal with the resident’s common needs and problems. It offers assistance to residents with the primary focus being resocialization and behavioral reduction to help participants achieve a maximum level of functioning.
7. Life Skills Training
All residents will participate in a forty-eight (4) hour course offered through the Dade County Public Schools Adult Education Division. The content of the course curriculum

focuses on the inherent problem areas of the program population, and assist residents in developing a Plan of Action for personal growth and change. Residents are eligible for a certificate of Completion, upon successful completion of the course.

8. Alcoholics and Narcotics Anonymous Fellowship Meetings

The County Beckham Hall recognizes the importance of AA & NA meetings in stabilizing individuals, and its potential impact on long-term abstinence and survival. Regularly scheduled AA & NA meetings will be conducted (minimum of two (2) per week). In addition, residents will be encouraged to attend community-based meetings.

9. Vocational Counseling and Development

The applicant in conjunction with Dade County Adult Education Classes will provide vocational counseling. Emphasis on GED preparation with numerous other vocational tracks to be offered.

10. Psychosocial Assessment/Plan of Action

Each client will be assessed at the time of admission, in order to determine his or her service needs. Emphasis will be made on all aspects of the individual functioning, including personal, psychological, familial, vocational, legal and medical. Based upon the assessment, residents, in conjunction with the case manager will formulate a Plan of Action with specific goals to be achieved while residing at the facility.

11. Referrals to job placement and day labor

Upon completion of specified program activities, residents will be afforded the opportunity to secure temporary employment through the use of identified labor pool agencies, for the acquisition of funds that will assist them with permanent job search activities. Additionally, residents will be provided assistance with the identification of employment opportunities, and referrals to assist them in securing and maintaining employment.

FACILITY BACKGROUND

Beckham Hall is a 14,450 square feet, two story facility located at 2735 N.W. 10 Avenue, 33127 in the City of Miami. The facility is owned by the City of Miami and is currently used by the County through a Revocable Permit with the City of Miami. The Permit is renewable yearly with 90 days advance notice. The Permit allows the County to assign the Permit to a private provider, which must be approved by the City Manager. The successful applicant of this RFA will be required to enter into a Revocable Permit with the City of Miami at the same rate to operate Beckham Hall.

Pre-Application Site Visit

Applicants may visit the Beckham Hall Complex prior to the proposal deadline in order to obtain information to help complete their proposal. Contact Tom Campbell, Camillus House to arrange an appointment at (305) 374-1065.

Facts about the Facility for all Applicants

Annual Water and Sewer	-	\$13,000
Natural Gas	-	\$ 3,200
Electrical Service	-	\$17,500
County Waste Collection	-	\$ 6,300
Bldg. Repairs/Maintenance	-	\$ TBA

Facts about Beckham Hall Kitchen for all Applicants

Beckham Hall meals are currently catered because the kitchen does not have a commercial stove or capacity refrigeration to prepare meals on site. The kitchen is inspected by the Dade County Health Department on an annual basis.

License and permits

Beckham Hall has a current Dade County Certificate of Use issued by the City of Miami. The Facility does not have any other County, State licenses.

Facility Access for the Handicapped

Beckham Hall is in full compliance with the American with the Disabilities Act. There is one handicap assessable bathroom/shower stall located on the ground level and two (2) resident rooms.

Heating and Cooking System

The facility maintains individual air/heating units in client rooms and offices.

Facility Furniture and Office Furniture/Appliances

100 beds (Successful Applicant may retain usage)

100 clients lockers and locks (Successful Applicant may retain usage)

Washer/dryers (Successful Applicant may retain usage)

Office desk and file cabinets (Successful Applicant may retain usage)

Telephone sets/system (Successful Applicant may retain usage however, applicant must transfer account upon occupancy of facility).

One Buffer machine wet-dry vacuum (Successful Applicant may retain usage)

Bedding (linen, pillows, towels) (Successful Applicant may retain usage)

Office supplies on hand (Successful Applicant may retain usage)

Lease Copy machine (Successful Applicant may retain usage, however applicant must transfer account).

III. TERMS AND CONDITIONS

A. CONTRACT PERIOD

The period of performance for any contract issued as a result of this RFA will be for twelve months, commencing upon the effective date of the Contract.

B. INDEMNIFICATION

The successful Applicant shall be required to indemnify and save the County harmless from any and all claims, liability, losses and causes of action, which may arise out of the fulfillment of the ensuing contract. The successful Applicant shall pay all claims and losses of any nature, whatever in connection therewith, and shall defend all suits, in the name of the County when applicable, and shall pay all costs of judgments which may issue therefore, except for those caused by the sole negligence of County employees or officers.

The successful Applicant agrees to meet within the first thirty (30) days following the execution of a contract with an authorized representative of the Dade County Public Schools to review the Proposer's approach to address education services for its clients.

C. FUNDING RESTRICTIONS

Applicants agree that funds received under the agreement shall be utilized to supplement, not supplant, Federal, State, County and local homeless related.

D. Pursuant to HUD Federal Regulation 24 CFR 576.51, each grantee, other than a territory, must match dollar for dollar the funding provided by HUD under this part as set forth in 42 U.S.C. 11375. "In calculating the amount of matching funds, in accordance with 42 U.S.C. 11375(a)(3), the time contributed by volunteers shall be determined at the rate of \$5 per hour. For purposes of this paragraph, the grantee will determine the value of any donated material or building, or of any lease, using a method reasonably calculated to establish a fair market value."

E. INSURANCE

The successful Applicant(s) shall furnish to Miami-Dade County, c/o Risk Management Division, 111 NW 1st Street, Suite 2340, Miami, Florida 33128-1989, Certificates of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

1. Workman's Compensation Insurance for all employees of the provider as required by Florida Statute 440.
2. Public Liability Insurance on a comprehensive basis in an amount not less than \$300,000 single limit per occurrence for bodily injury and property damage.
3. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 single limit per occurrence for bodily injury and property damage.
4. Errors and Omissions Insurance in the name of the provider, when applicable, in the amount not less than \$300,000.

The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the provider.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent subject to the approval of the County Risk Management Division.

OR

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida," issued by the State of Florida Department of Insurance and are members of the Florida Guaranty Fund.

Certificates will indicate that no modification or change in insurance shall be made without thirty (30) days written advance notice to the certificate holder.

F. AWARD/BUDGET REDUCTION

Applicant(s) must submit to the County a plan to expend its full allocation within the contract period in the form of a budget projection, consistent with the provider's approved work plan, the federal regulations utilizing the Service provider(s) unit cost or line item budget, if applicable, forecasting estimated monthly expenditures for each service consistent with the provider's approved work plan.

If the department designated by the County Manager to administer the grant funds, based on average monthly reimbursements, determines that an applicant is not spending at a rate that indicates they will expend their full allocation within the contract period the, dollar amount awarded to the service provider for any category of service will be reduced accordingly. The County will notify the applicant, in writing, of any reductions made to existing budgets.

G. AUDIT AND INSPECTION OF RECORDS

The successful applicant agrees that the County, or its duly authorized representatives shall, for purposes of audit and examination, be permitted to inspect all work materials, payrolls, and other data and records with regard to this contract, and to audit the books, records and accounts with regard to this contract. Further, the Applicant agrees to maintain these records for at least five (5) years after the County makes the final payment.

The successful Applicant(s) must provide the County with annual, agency-wide audit reports performed by the grant period year independent auditors covering the grant period year. Audits of non-government entities, hospitals, and institutions of higher education must comply with OMB Circular A-133.

The successful Applicant must submit monthly client progress reports and program narratives signed by its Executive Director. The successful Applicant will be subject to periodic assessments of the performance of its contractual obligations under the ensuing contract. These assessments may be utilized by the County to evaluate the Applicant's performance for purposes of future RFP's or contracts.

H. ELIGIBILITY DOCUMENTATION

Clients must be documented as being homeless, as defined by U.S. HUD. Copies of the documentation are to be kept on-site by provider. Applicants must comply with federal regulations #Exhibit Q regarding all participant eligibility criteria.

I. REPORTS

Applicant(s) must submit any and all reports to the county for each individual services, for which a contract has been awarded, by the date(s) and time(s) to be specified at a later date. These reports will include, but are not limited to the following:

1. OCED Quarterly Progress Reports
2. Minority Business Enterprise Report
3. Neighborhood Employment Opportunity Report
4. Annual Report

5. Environmental Review
6. Inventory Report
7. Daily Bed Availability Report (submitted to Miami-Dade Homeless Trust)

J. ASSIGNMENT

The successful Applicant shall not enter into any subcontracts, retain consultants, or assign, transfer, convey, sublet, or otherwise dispose of the ensuing contract, or any or all of its rights, title or interest herein, or its power to execute such contract to any person, company, or corporation without the prior written consent of the County. Consent of the County does not confer upon the subcontractor any direct right of action against the County through the successful applicant, or involve the County in any expense.

K. TERMINATION FOR CAUSE

The successful Applicant will be in default under the contract if it commits a breach of the contract deemed material by the County. Where such a default occurs, the County may terminate the contract immediately.

L. CANCELLATION

The County may cancel the ensuing contract without stating any cause at any time by giving thirty (30) days prior written notice.

M. PERSONNEL

In submitting their proposal, proposers are representing that the personnel in their proposals shall be available to the services described, barring illness, accident, or other unforeseeable events of a similar nature, in which case the proposers must be able to provide a qualified replacement. Furthermore, all personnel shall be considered to be, at all times, the sole employees of the applicant under its sole direction, and not employees or agents of the County.

N. REIMBURSEMENT

Applicants must invoice the county for each individual service for which a contract has been awarded, on a monthly basis on or before the twentieth day of each month following the month in which costs were incurred or services were delivered.

Failure to submit monthly reimbursement requests in a manner deemed appropriate, correct, and acceptable by the County, by the twentieth days of each month following the month in which costs were incurred or services delivered shall deem the applicant in non-compliance with this covenant and at the option of the county, the provider shall forfeit its claim to any reimbursements for that specific month's reimbursement request or the county may invoke the termination provision in the ensuing contract by giving five (5) days written notice of such action to be taken.

O. EQUAL OPPORTUNITY EMPLOYMENT

Applicants agree that there will be no discrimination as to race, sex, religion, color, age, creed, or national origin in regard to obligations, work and services performed under the terms of any contract ensuing from this RFA. Applicants must agree to comply with Executive Order No. 11246 entitled "Equal Employment Opportunity" and as amended by Executive Order No. 11375, as supplemented by the Department of Labor Regulations (41 CFR, Part 60).

